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www.dhs.lacounty.gov

*To ensure access to high-quality,
patient-centered, cost-effective health
care to Los Angeles County residents
through direct services at DHS facilities
and through collaboration with
community and university partners.*



www.dhs.lacounty.gov

April 08, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF SUCCESSOR AGREEMENTS FOR TEMPORARY
NURSING PERSONNEL, TEMPORARY CERTIFIED REGISTERED NURSE
ANESTHETIST AND TEMPORARY THERAPEUTIC HEMAPHERESIS AND
DIALYSIS SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to execute successor Temporary Nursing Personnel Services, Temporary Certified Registered Nurse Anesthetist Services and Temporary Therapeutic Hemapheresis and Dialysis Services Agreements, with various contractors for the provision of temporary or as-needed nursing personnel services for use by the Department of Health Services and, for temporary nursing personnel services only, by the Department of Public Health.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Director of Health Services (Director), or his designee, to execute successor form Temporary Nursing Personnel Services (TNPS) Agreements, with the firms listed in Attachment A, who are willing to agree to the County's terms and conditions, for the provision of TNPS at the estimated annual costs outlined in Attachment B, for the period May 1, 2014 through April 30, 2019, with up to five additional one-year extension options for a potential total term of ten years.
2. Delegate authority to the Director, or his designee, to offer and sign the form TNPS Agreement with additional qualified firms during the term of the

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 April 15, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Agreement, based on need, effective upon execution through April 30, 2019, with up to five additional one-year extension options.

3. Authorize the Director, or his designee, to execute a successor form Temporary Certified Registered Nurse Anesthetist Services (TCRNAS) Agreement, with United Anesthesia Associates Inc. for the provision of as needed TCRNAS, with an estimated annual cost of \$1,578,000, for the period May 1, 2014 through April 30, 2019, with up to five additional one-year extension options for a potential total term of ten years.

4. Delegate authority to the Director, or his designee, to offer and sign the form TCRNAS Agreement with additional qualified firms during the term of the Agreement, based on need, effective upon execution through April 30, 2019, with up to five additional one-year extension options.

5. Authorize the Director, or his designee, to execute successor form Temporary Therapeutic Hemapheresis and Dialysis Services (TTHDS) Agreements, with Haemo-Stat, Inc. and HemaCare Corporation for the provision of as needed TTHDS, with an estimated annual cost of \$1,423,000, effective May 1, 2014 through April 30, 2019, with up to five additional one-year extension options for a potential total term of ten years.

6. Delegate authority to the Director, or his designee, to offer and sign the form TTHDS Agreement with additional qualified firms, based on need, at the rates negotiated by DHS not to exceed the rates currently approved by the Board, effective upon execution through April 30, 2019, with up to five additional one-year extension options.

7. Delegate authority to the Director, or his designee to execute amendments to current and future TTHDS Agreements to add either the therapeutic hemapheresis or dialysis statement of work and associated payment provisions, as applicable, at the rates negotiated by DHS not to exceed the rates currently approved by the Board, for contractors who previously did not meet the minimum requirements for providing such services but who become eligible during the term of the agreement.

8. Delegate authority to the Director, or his designee, to amend the TNPS, TCRNAS and TTHDS Agreements during the term of any of the aforementioned agreements to: i) revise or incorporate provisions consistent with applicable Board policy, County Ordinances, etc. and ii) effectuate optional term years, add/delete service locations, and to make non-substantive changes to the respective statements of work for any of the aforementioned agreements.

9. Delegate authority to the Director, or his designee, to suspend or terminate any of the aforementioned agreements on behalf of County in accordance with applicable termination provisions in the respective agreements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department of Health Services (DHS) uses the TNPS, TCRNAS and TTHDS Agreements to ensure appropriate temporary or as needed staffing coverage when County employees are not able

to provide critical patient care services. The Department of Public Health (DPH) also utilizes the TNPS Agreements for temporary coverage. Approval of the recommended actions will allow DHS to execute successor agreements, update contract language as necessary and execute form agreements with qualified firms, as needed, during term of the agreements in the event DHS needs additional firms to provide appropriate patient care services. The current agreements for the various types of temporary personnel services will expire April 30, 2014.

When the current agreements were extended, DHS advised the Board that during the extension period the department would evaluate the feasibility of merging these three types of agreements and possible others into a Master Agreement that could be awarded through a solicitation process. After completing a thorough review of the service requirements, personnel qualifications and pricing structure for the various temporary personnel services, DHS determined it was more appropriate to retain three separate types of form agreements. However, the recommended successor form agreements have been revised for clarity and consistency.

TNPS

DHS has reassessed the need for TNPS and efforts are underway to hire sufficient nursing personnel staff, both part-time through the creation of the DHS Internal Nurse Registry and full-time through the traditional hiring process with the implementation of the proposed DHS Nurse Staffing Plan (NSP). DHS is committed to reducing temporary nursing personnel usage and is focusing staff time on achieving this goal. However, sufficient staff coverage is still necessary to ensure that nurse ratios are met and there is coverage for staff vacations, as well as for those staff on leave. In addition, with the implementation of the DHS electronic health record system known as ORCHID, TNPS are being used to cover shifts for nursing personnel who are serving as subject matter experts during the design and implementation phase and will be used to cover shifts when nursing staff attend ORCHID training.

The first recommendation will enable DHS to execute successor form agreements, substantially similar to Exhibit I, with the firms on Attachment A who agree to sign the form agreement. The rates in the successor agreement are not being increased from the rates in the current agreement. Approval of the second recommendation will enable DHS to contract with additional qualified firms, if necessary, to satisfy patient care needs.

TCRNAS

There has been an increase in the number of operating room cases that require sedation and, while DHS is continuing to hire CRNAs, it is essential that DHS has access to TCRNAS to provide for staffing augmentation as mentioned in the previous section in the discussion on TNPS. Qualified staff who provide TCRNAS are credentialed by the facility before they can provide services so it is essential that there is an agreement in place to draw credentialed staff from. Approval of the third recommendation will enable DHS to execute a successor form agreement, substantially similar to Exhibit II, at the same rates as in the current agreement to ensure continued TCRNAS coverage. Approval of the fourth recommendation will enable DHS to contract with additional qualified firms.

TTHDS

TTHDS is very specialized and the service modality is ordered as a series of procedures for each patient. Contractor compensation is by procedure or service and not a straight hourly rate. Approval of the fifth recommendation will enable DHS to execute successor form agreement, substantially similar to Exhibit III, with two firms to ensure the availability of continued TTHDS. Approval of the

sixth recommendation will enable DHS to contract with additional qualified firms if needed. Approval of the seventh recommendation will allow DHS to execute amendments to the TTHDS Agreements to add service modalities when a contractor meets the minimum requirements to provide an additional service modality (i.e. therapeutic hemapheresis or dialysis services, as applicable).

Delegated Authority for all Services

Approval of the eighth and ninth recommendations will allow DHS to update contract language, as needed, effectuate optional term years, add/delete service locations, and suspend or terminate agreements in accordance with the provisions of each.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness, of the County Strategic Plan.

FISCAL IMPACT/FINANCING

Estimated annual costs by DHS facility and for DPH for the 17 TNPS Agreements are listed in Attachment B. The DHS estimated costs for TNPS are consistent with the DHS NSP, which will be presented to the Board in the fiscal year (FY) 2014-15 Recommended Budget. As the DHS NSP is implemented, DHS will continue to monitor the utilization of TNPS and the estimated cost will be updated in future FYs.

The total annual estimated cost for the TCRNAS Agreement is \$1,578,000. Attachment C provides estimated annual costs by DHS facility.

The total annual estimated cost for the two TTHDS Agreements is \$1,423,000. Attachment D provides estimated annual costs by DHS facility.

The DHS estimated costs for the TNPS, TCRNAS, and TTHDS Agreements are based on current best estimates at this point in time and are subject to change due to changes in workload, staffing, and other unforeseen operational changes. In the event anticipated usage changes, the Board will receive updated estimates in the Budget Committee of the Whole Report.

Funding for these services is included in the FY 2013-14 Final Budget and will be requested in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Counsel has approved Exhibits I, II and III as to form. The form agreements for TNPS, TCRNAS, and TTHDS contains the Board's most recent required contract provisions.

CONTRACTING PROCESS

The recommended form agreements have been standardized for each of the three types of temporary personnel services. Prospective contractors have no ability to negotiate the County's terms and conditions. In order to ensure that DHS continues to have sufficient TNPS, TCRNA, and

TTHDS contractors, the current contractors have been offered the opportunity for a successor agreement. In the event additional firms are necessary to meet workload needs during the term of the recommended agreements, qualified firms can apply for a form Agreement. The respective administrators at DHS facilities will be responsible for initially screening interested firms to ensure that they have qualified staff available to provide services to the County. Once identified, prospective contractors will be required to complete a certification of qualifications questionnaire, which has been reviewed and approved by County Counsel, to determine whether the firm qualifies to receive a County agreement. County staff will review each prospective contractor's articles of incorporation and by-laws, licensing status, financial capability, insurability, and contacts their references.

Other County departments that may have a need for these services from time-to-time may contact DHS and obtain prior DHS authorization to use these temporary services. County departments that determine the need to use these services will do so based upon the availability of funds and will be responsible for payments to the contractors.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will ensure the continued availability of as-needed TNPS, TCRNAS, and TTHDS for DHS and DPH, as applicable.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz". The signature is fluid and cursive, with the first name "Mitchell" written in a larger, more prominent script than the last name "Katz".

Mitchell H. Katz, M.D.

Director

es

Enclosures

c: Chief Executive Office
County Counsel
Department of Public Health
Executive Office, Board of Supervisors

Temporary Nursing Personnel Services Successor Agreement Contractors

ACS Nurses, Inc. dba Advanced Care Services 3435 Wilshire Blvd. #360 Los Angeles, CA 90010-1998 Contact: Lina Rama-Antig, President (213) 385-5545	Master Staffing, Inc. 310 E. Colorado St., Suite 206 Glendale, CA 91205 Contact: May Mallari, President/CEO (818) 244-3188
Accountable Healthcare Staffing, Inc. dba HRN Services 6345 Balboa Blvd. Suite 140 Encino, CA 91316 Contact: Kaye Higgins, Director of Branch Operations (818) 881-6600	Maxim Healthcare Services, Inc. 500 N. Central Avenue, Suite 250 Glendale, CA 91203 Contact: Brandon Vanderlinden, Regional Account Executive (310) 768-0088
Associated Health Professionals, Inc. 6095 Bristol Parkway, 2nd Floor Culver City, CA 90230-6601 Contact: Mary Anderson, President (310) 417-3011	Mediscan Diagnostic Services, Inc. 21050 Califa Street Woodland Hills, CA 91367 Contact: Val Serebryany, President (818) 444-8544
ATC Healthcare Services, Inc. 5301 Beethoven St, Suite 200A Los Angeles, CA 90066 Contact: John Mamboleo, President (310) 590-2690	Nebraska Medical Solutions Staffing, LLC dba Medical Solutions 9095 Rio San Diego Drive #300 San Diego, CA 92108 Contact: Adam Butler, Senior Client Manager (866) 633-3548
Aya Healthcare, Inc. 5930 Cornerstone Ct. #300 San Diego, CA 92121 Contact: Dan Walter, Vice President (866) 687-7390	Professional Resource Enterprises, Inc. dba UNI 330 N Brand Blvd, Suite 1270 Glendale, CA 91203 Contact: Claudia Fredericks, VP Operations (213) 249-9150
Decton Inc. dba Allstar Staffing 700 Garden View Court Suite 204 Encinitas, CA 92024 Contact: Danielle Milburn, Ops/Resource Manager (888) 613-8127	P.S. National, Inc. dba Professional Staffing 17645 Chatsworth Street Granada Hills, CA 91344 Contact: Ruth Leatherman, Vice President of Nursing (818) 366-1300
E Z Staffing, Inc. 333 E. Glenoaks, Suite 200 Glendale, CA 91207 Contact: Abraham Abirafeh, CEO (818) 845-2500	Tempus LLC dba Emerald Health Services 4640 Admiralty Way, Suite 201 Marina Del Rey, CA 90292 Contact: Mark Stagen, CEO (800) 917-5055
Juno Healthcare Registry, Inc. 4401 Wilshire Blvd., Suite 230 Los Angeles, CA 90010 Contact: Nonette Teodoro, CEO (323) 937-7210	United Staffing Solutions, Inc. 12069 Jefferson Blvd. Culver City, CA 90230 Contact: Parvez Gondal, CEO (310) 305-9999
Local Staff, LLC dba Cross Country Per Diem 130 N Brand Blvd. #304 Glendale, CA 91203 Contact: Adrineh Shahinian, Branch Manager (888) 627-4346	

Temporary Nursing Personnel Services Agreements

Estimated Expenditures

Agreement Period: May 1, 2014-April 30, 2019

DHS Facility	FY 13-14 (May to June)	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19 (July to April)	Total
H-UCLA MC	\$112,000	\$672,000	\$90,000	\$50,000	\$30,000	\$25,000	\$979,000
HD MACC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LAC+USC MC	\$4,876,667	\$29,260,000	\$22,118,000	\$12,288,000	\$7,373,000	\$6,144,000	\$82,059,667
CHCs/HCs	\$135,000	\$810,000	\$810,000	\$810,000	\$810,000	\$675,000	\$4,050,000
JCHS	\$220,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,080,000	\$6,500,000
MLK MACC	\$7,833	\$47,000	\$47,000	\$47,000	\$47,000	\$39,167	\$235,000
OV-UCLA MC	\$737,499	\$4,596,992	\$2,116,956	\$1,175,726	\$705,436	\$588,401	\$9,921,010
CHC/HCs	\$12,168	\$73,008	\$35,044	\$19,274	\$11,564	\$9,599	\$160,657
RLANRC	\$128,685	\$772,109	\$346,000	\$193,000	\$116,000	\$97,000	\$1,652,794
Total	\$6,229,852	\$37,531,109	\$26,863,000	\$15,883,000	\$10,393,000	\$8,658,167	\$105,558,128

Department of Public Health	\$33,333	\$200,000	\$200,000	\$200,000	\$200,000	\$166,667	\$1,000,000
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Grand Total	\$6,263,185	\$37,731,109	\$27,063,000	\$16,083,000	\$10,593,000	\$8,824,834	\$106,558,128
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Temporary CRNA Personnel Services Agreement

DHS Facility	Estimated Annual Expenditures
H-UCLA MC	\$976,000
HD MACC	\$20,000
LAC+USC MC	\$0
CHCs/HCs	\$0
JCHS	\$0
MLK MACC	\$0
OV-UCLA MC	\$0
RLANRC	\$582,000
Total	\$1,578,000

Therapeutic Hemapheresis and Dialysis Services Agreement

DHS Facility	Estimated Annual Expenditures
H-UCLA MC	\$7,000
HD MACC	\$0
LAC+USC MC	\$195,000
CHCs/HCs	\$0
JCHS	\$0
MLK MACC	\$0
OV-UCLA MC	\$729,000
RLANRC	\$492,000
Total	\$1,423,000

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

(CONTRACTOR)

FOR

TEMPORARY NURSING PERSONNEL SERVICES

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- J MEDICAL HEALTH SCREENING
- K MANDATORY PERSONNEL MONITORING REPORT

**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES**

AND

FOR

TEMPORARY NURSING PERSONNEL SERVICES

This Agreement and Exhibits made and entered into this ____ day of _____, 20__ by and between the County of Los Angeles, hereinafter referred to as County and _____, hereinafter referred to as Contractor. _____ is located at _____.

RECITALS

WHEREAS, pursuant to the provisions of section 1441 of the California Health and Safety Code, County has established and operates, through its Department of Health Services, a network of County hospitals, comprehensive health centers and health centers (collectively hereafter "Facility" or "Facilities," as appropriate); and

WHEREAS, the temporary nursing services to be provided hereunder may not always be immediately available at Facilities to meet the needs of the sick or injured patients served there; and

WHEREAS, other County Departments may also have a need for qualified temporary nursing personnel and may request Contractor's services under this Agreement, as long as the service sites are initially included herein or added by County's' Director of Health Services during the term of this Agreement; and

WHEREAS, Contractor is qualified and licensed under the laws of the State of California to engage in the business of providing temporary and as-needed nursing personnel to Facilities, and Contractor's nursing personnel are qualified to perform the services described herein; and

Contractor warrants that it as an entity, or through its principals or officers (at the sole discretion of County) has at least five years of experience within the last five years providing services similar to the services required in this Agreement; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement and consistent with the professional standard of care for these services; and

WHEREAS, Contractor is willing to provide the services described herein for and in consideration of the payments provided under this Agreement and under the terms and conditions hereafter set forth; and

WHEREAS, pursuant to the section 31000 of the California Government Code, and section 1451 of the Health and Safety Code, County is authorized to contract for these services.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, and K are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Schedule of Rates
- 1.3 EXHIBIT C - Contractor's EEO Certification
- 1.4 EXHIBIT D - County's Administration
- 1.5 EXHIBIT E - Service Locations
- 1.5 EXHIBIT F - Contractor's Administration
- 1.6 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement
- 1.7 EXHIBIT H - Jury Service Ordinance
- 1.8 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

1.9 EXHIBIT J – Medical Health Screening

1.10 EXHIBIT K- Mandatory Personnel Monitoring Report

This Agreement and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous agreements, written and oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Sub-paragraph 8.1 - Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1. **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.
- 2.2. **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Statement of Work, Exhibit A.
- 2.3. **Contractor's Administrator:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4. **Contractor's Director of Nursing:** The individual designated by the Contractor to provide professional nursing consultation when required by Facility.
- 2.5. **County's Program Manager:** Person designated as chief contact person to manage the operations under this Agreement.
- 2.6. **County's Project Director:** Person designated by Director with authority for County on contractual or administrative matters relating to this Agreement that cannot be resolved by County's Program Manager.
- 2.7. **Day(s):** Calendar day(s) unless otherwise specified.

- 2.8. **DHS:** Department of Health Services
- 2.9. **Director:** Director of Health Services or his/her authorized designee.
- 2.10. **Facility:** Medical Centers, Health Centers, or Ambulatory Care Centers within Department of Health Services or other County Departments as listed in Exhibit E- Service Locations.
- 2.11. **Facility's Chief Nursing Officer:** May also be known as Nursing Director or Nurse Manager, the Facility Chief Nursing Officer manages the administrative and clinical nursing services at her/his respective Facility including those services provided by or on behalf of the Contractor.
- 2.12. **Facility's Non-County Workforce Member Nurse Liaison:** Person(s) at each respective Facility with responsibility to oversee the provision of any and all services provided by or on behalf of the Contractor.
- 2.13. **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.14. **Non-County Workforce Member (NCWFM):** Refers to Contractor's personnel in the process of obtaining assignment to work, currently working, or having worked in a Facility.
- 2.15. **Personnel:** Wherever referred to in Agreement shall mean Contractor's personnel unless otherwise specified. May also be referred to as Contractor's staff or Contractor's employee.
- 2.16. **Workweek:** Facilities define the seven (7) day workweek as Sunday through Saturday.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF AGREEMENT

- 4.1 The term of this Agreement shall commence on the latter of May 1, 2014 or upon execution by the parties as is reflected on the top of Page 1 of Agreement. This Agreement shall continue in full force and effect to and including April 30, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement.
- 4.2 The County shall have the sole option to extend this Agreement term for up to five (5) additional one-year periods. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors.
- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit D - County's Administration.

5.0 BILLING AND PAYMENT

- 5.1 All billings by Contractor for services provided pursuant to this Agreement shall be in accordance with the terms, conditions, and rates set forth in Exhibit B – Schedule of Rates, attached hereto and incorporated herein by reference.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 **Intentionally Omitted.**

5.4 No Payment for Services Provided Following Expiration/Termination of Agreement

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

- 5.5.1 The Contractor shall invoice the County weekly in arrears only for the number of hours worked by Personnel in accordance with the terms and conditions in Exhibit A – Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's payments shall be as provided in Exhibit B – Schedule of Rates, and the Contractor shall be paid only for the hours approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.
- 5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B – Schedule of Rates.
- 5.5.3 The Contractor's invoices shall clearly reflect and provide reasonable detail of services for which claim is made, including but not limited to, type of service provided, name, discipline (e.g. Registered Nurse), and specialty (e.g. Intensive Care Unit), if applicable, of the Personnel who provided services, date(s) and hours worked, hourly rate, Facility area and unit code, and any other charges or credits, as set forth in this Agreement. Additionally, "Per Diem" and "Weekly" temporary nursing personnel services shall be separately detailed on the invoice. Facility may require Contractor to also prepare a summary schedule reflecting the charges per unit code.

5.5.4 The Contractor shall submit invoices in electronic form, unless otherwise instructed to submit in a hardcopy format, to the appropriate Facility to the attention of the Expenditure Management Division promptly at the end of each Workweek. Upon receipt of a complete and correct invoice, County shall pay Contractor within thirty (30) calendar days. Incorrect and/or discrepant invoices, as determined by the Facility, shall be returned to Contractor for correction before payment is made.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's authorized manager or designee prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of County's Project Director and County's Program Manager is designated in Exhibit D-County's Administration. The County shall notify the Contractor in writing of any change in the name or addresses shown.

6.1 County's Project Director

Where authorized by the Board of Supervisors, the County Project Director or designee has the authority to negotiate, recommend all changes to this Agreement, and resolve disputes between DHS and Contractor.

6.2 County's Program Manager

The County Program Manager or designee is County's chief contact person with respect to managing the operations under this Agreement and will provide direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.3 Facility's Chief Nursing Officer

The Facility Chief Nursing Officer or designee manages the administrative and clinical nursing services at her/his respective Facility including those services provided by or on behalf of the Contractor.

6.4 Facility's NCWFM Nurse Liaison

The Facility NCWFM Nurse Liaison(s) or designee(s) oversees the provision, at her/his respective Facility, of any and all services provided by or on behalf of the Contractor.

The contact information for each respective NCWFM Nurse Liaison will be provided to Contractor when the Facility transmits a staffing order request.

The County Program Manager, Facility Chief Nursing Officer, and Facility NCWFM Nurse Liaison are not authorized to make any changes in any of the terms and conditions of this Agreement and are not authorized to further obligate County in any respect whatsoever.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Administrator

7.1.1 The Contractor's Administrator is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Administrator.

7.1.2 The Contractor's Administrator shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with Facility NCWFM Nurse Liaison from ordering Facility.

7.2 Contractor's Director of Nursing

7.2.1 The Contractor's Director of Nursing is designated in Exhibit F – Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Director of Nursing and submit required documents to County as described in Exhibit A- Statement of Work, Paragraph 3, Contractor Responsibilities.

- 7.2.2 The Contractor's Director of Nursing shall be available to provide professional nursing consultation when required by Facility as described in Exhibit A- Statement of Work, Paragraph 3, Contractor Responsibilities.

7.3 Contractor's Authorized Official(s)

- 7.3.1 Contractor's Authorized Official(s) are designated in Exhibit F. Contractor shall promptly notify County in writing of any change in the name(s) or address(es) of Contractor's Authorized Official(s).
- 7.3.2 Contractor represents and warrants that all requirements of Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of Contractor.

7.4 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, Contractor's Director of Nursing or temporary Personnel assigned to a Facility.

7.5 Contractor's Staff Identification

- 7.5.1 All of Contractor's Personnel assigned to County Facilities are required to have a County Identification (ID) and Contractor ID badge on their person and visible at all times. Contractor bears all expense of the badging. Contractor ID badge shall include a photo of the individual Personnel as well as Contractor's name and name of the individual easily visible.
- 7.5.2 Contractor is responsible to ensure that Personnel have obtained a County and Contractor ID badge before they are assigned to work in a County Facility. Contractor Personnel may be asked to leave a County Facility by a County representative if they do not have the proper County and Contractor ID badge on their person.
- 7.5.3 Contractor shall notify the County within one business day when staff is released from working under this Agreement. Contractor shall retrieve and return a County ID badge to the County on the next business day after the Personnel has terminated employment with the Contractor.

- 7.5.4 If County requests the removal of Contractor's Personnel, Contractor shall retrieve and return a County ID badge to the County on the next business day after the Personnel has been removed from working on the County's Agreement.

7.6 Background and Security Investigations

- 7.6.1 Contractor shall perform a background investigation on its staff prior to submitting such staff as a candidate for a work assignment. The background investigation, which shall be performed at no cost to the County, shall include at a minimum:
- Local felony and misdemeanor record check.
 - Social Security Number (SSN) Trace with documentation of current search with any alias names attached to the SSN and a historical list of residences with dates.
 - National Sex Offender Registry search.
- 7.6.2 Notwithstanding Sub-paragraph 7.6.1 above, all Contractor staff performing work under this Agreement shall undergo and pass, to the satisfaction of County, an additional background investigation as a condition of beginning and continuing to work under this Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with obtaining the background information shall be at the expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation. County shall perform the background check and bill Contractor for the cost or deduct such amount from funds owed by County to Contractor.
- 7.6.3 County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.

- 7.6.4 County may immediately, at the sole discretion of the County, deny or terminate Facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County Facility access.
- 7.6.5 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.6, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.7 Confidentiality

- 7.7.1 Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.7.2 Contractor shall indemnify, defend, and hold harmless County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.7, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-paragraph 7.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by

County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

7.7.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.7.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

7.8 Medical Health Screening

Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit J- Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.9 Staff Performance under the Influence

Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair his or her physical or mental performance. Contractor shall be responsible for ensuring safe passage to its employee from Facility upon telephonic or electronic notice from County that such employee is not in compliance with this Sub-paragraph. For purposes of this Sub-paragraph 7.9, "safe passage" shall mean Contractor ensuring and being responsible that its employee does not drive him or herself home when County notifies Contractor that such employee is not in compliance with this Sub-Paragraph. If Contractor does not respond to County within one hour of County's notice, the County may arrange for Contractor's employee to be transported by taxi and Contractor shall be responsible to reimburse County for the cost of the taxi.

7.10 Mandatory Personnel Monitoring Report

Contractor shall maintain documentation demonstrating its staff is in full compliance with all DHS and Facility orientation and annual re-orientation trainings, health screenings, background checks,

performance evaluations, policies and procedures. Contractor shall provide the Facility NCWFM Nurse Liaison for the Facility(ies) that Contractor is providing services with a semi-annual report in the same or substantially similar format as Exhibit K- Mandatory Personnel Monitoring Report, to demonstrate compliance by each Contractor Personnel. The Director, County's Program Manager, Facility NCWFM Nurse Liaison, or other authorized County staff may monitor and/or audit and re-audit Contractor's compliance with Personnel monitoring at any time during the term of this Agreement.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

- 8.1.1 For any change which affects the scope of work, service locations, term, payments, or any term or condition included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.
- 8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.3 The Director or his/her designee may at his/her sole discretion, authorize extensions of time as defined in paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this

Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law, regulation, without the need for Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Agreement.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such

termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing

federally funded contracts. Contractor shall immediately notify County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 Intentionally Omitted

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

8.7.1 In the performance of this Agreement, Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.

8.7.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without

limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that Contractor's agents, employees, or subcontractors are at a Facility, Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. In addition to County's other rights to have Contractor's Personnel withdrawn from providing services under this Agreement, Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of notice from the Facility that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises, indicate that such employee or subcontractor's actions while on County premises, indicate that such employee or subcontractor may adversely affect the delivery of health care services to County patients.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability,

medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.
- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement

or under any project, program, or activity supported by this Agreement.

8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.

8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.

8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.

8.8.9 **Anti-discrimination in Services:**

Contractor shall not discriminate in the provision of services hereunder because of race, color, religious creed, national origin, ethnic group identification, ancestry, age, sex, sexual orientation, medical condition, marital status, political affiliation, or physical or mental disability in accordance with requirements of Federal and State laws. For the purpose of this Sub-paragraph, discrimination in the provision of services may include, but is not limited to, the following: Denying any person any service or benefit or the availability of a facility; providing any service or benefit to a person which is not equivalent or is provided in a non-equivalent manner or at a non-equivalent time, from that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any

service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit. Contractor shall take affirmative action to ensure that intended beneficiaries of this Agreement are provided services without regard to race, color, religious creed, national origin, ethnic group identification, ancestry, sex, sexual orientation, age, medical condition, marital status, political affiliation, physical or mental disability.

8.8.10 The Contractor shall certify to, and comply with, the provisions of Exhibit C - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.
3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the

Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

8.15.1 Contractor hereby warrants that neither it nor any of its subcontractors' owners, partners, directors, other principals, or independent contractors is restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes but is not limited to Medicare, Medi-Cal and Healthy Families) and that Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

8.15.2 Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer arising from any exclusion or suspension of Contractor or its subcontractors' owners, officers, partners, directors, other principals, employees, or independent contractors from such participation in a Federally funded health care program.

- 8.15.3 Failure by Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract upon which County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

- 8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

- 8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 8.17.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.
- 8.17.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of

this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.19.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8.19.3 County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. County will bill Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by County to Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees

performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, Contractor agrees that for a period of five (5) years following the furnishing of services under this Agreement, Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorized representatives, the Agreements, books, documents and records of Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 CONTRACTOR PERFORMANCE DURING CIVIL UNREST OR DISASTER

The Contractor recognizes that health care Facilities maintained by County provide care essential to the residents of the communities they serve, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster, or similar event. Notwithstanding any other provision of this Agreement, full performance by Contractor during any riot, insurrection, civil unrest, natural disaster or similar event is not excused if such performance remains physically possible. Failure to comply with this requirement shall be considered a material breach by Contractor for which County may immediately terminate this Agreement.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) AND CONFIDENTIALITY OF MEDICAL INFORMATION ACT (CMIA)

- 8.26.1 While all Contractor's personnel providing patient care services at the Facilities under this Agreement require access to patient medical records/patient information that is considered Protected Health Information (PHI), such personnel shall be trained by the Facility on both DHS and the Facilities' policies regarding the privacy and security requirements under Federal and state law including, but not limited to, HIPAA and CMIA and are expected to adhere to all policies.
- 8.26.2 Notwithstanding the foregoing, Contractor expressly acknowledges and agrees that the provision of services other than patient care services at the Facilities under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records/patient information or PHI. Accordingly, Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever either directly from the Facility or from the Contractor's personnel assigned to the Facility.
- 8.26.3 Notwithstanding the foregoing, the parties acknowledge that in the course of the provision of services other than what the Contractor's personnel are permitted to access to provide patient care services at the Facilities hereunder, Contractor or its officers, employees, and agents, may have unintentionally, inadvertently, or mistakenly obtained access to patient medical records/patient information or PHI. Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever and will promptly notify DHS and the Facility of such unintentional, inadvertent, or mistaken access to PHI.
- 8.26.4 Additionally, in the event of such unintentional, inadvertent, or mistaken access, Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so but no later than two business days from the date of such access. In the event

of any access, whether unintentional, inadvertent, or mistaken, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents', access to patient medical records/patient information or PHI. Contractor agrees to provide appropriate training to its personnel regarding their obligations as described hereinabove and will ensure their employees are informed that strict adherence to DHS and Facilities privacy and security policies is required.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.
- 8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein,

reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without

further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.29.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$2 million

Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million

Each Occurrence: \$1 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the

requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

- **Sexual Misconduct Liability**

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

- **Professional Liability/Errors and Omissions**

Insurance covering Contractor's liability arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$3 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to County upon request.

8.32 Intentionally Omitted

8.33 Intentionally Omitted

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the County's Program Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the County's Program Manager and/or County's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of

this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be delivered: (i) by hand with signed receipt; (ii) by first-class registered or certified United States mail, postage prepaid; or (iii) by facsimile or electronic mail transmission followed within twenty-four (24) hours by a confirmation copy mailed by first class registered or certified United States mail, postage prepaid. Furthermore, all notices shall be addressed to the parties as identified in Exhibits D - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

- 8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.

- 8.42.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

- 8.43.1 The Contractor shall maintain, and provide upon request by County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Agreement.

- 8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Agreement and for a period of ten (10) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.
- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Statement of Auditing Standards No. 70 Type 2 Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 8.43.5 If, at any time during the term of this Agreement or within ten (10) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar

liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for Contractor's services under this Agreement, Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
 - A draft copy of the proposed subcontract; and
 - Other pertinent information and/or certifications requested by the County.
- 8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.
- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.50 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

8.49 TERMINATION FOR CONVENIENCE

8.49.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in

its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.49.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.49.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.50 TERMINATION FOR DEFAULT

8.50.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee.

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.50.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.50.1, the

County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.50.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.50.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.50.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.50, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.50, or that the default was excusable under the provisions of Sub-paragraph 8.50.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.49 - Termination for Convenience.

- 8.50.5 The rights and remedies of the County provided in this Sub-paragraph 8.50 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.51 TERMINATION FOR IMPROPER CONSIDERATION

- 8.51.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- 8.51.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.
- 8.51.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.52 TERMINATION FOR INSOLVENCY

- 8.52.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:
- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.52.2 The rights and remedies of the County provided in this Subparagraph 8.52 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.53 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.54 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.55 UNLAWFUL SOLICITATION

Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act

provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.56 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.57 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph 8.57 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.58 WARRANTY AGAINST CONTINGENT FEES

8.58.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.58.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.59 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section

14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

9.2 REPORTING OF CHILD/ELDER AND DEPENDENT ADULT ABUSE

9.2.1 Contractor staff working on this Agreement shall comply with California Penal Code (hereinafter "PC") Section 11164 et seq., shall report all known and suspected instances of child abuse to an appropriate child protective agency, as mandated by these code sections, and shall submit all required information, in accordance with the PC Sections 11166 and 11167.

9.2.2 Contractor staff working on this Agreement shall comply with California Welfare and Institutions Code (WIC), Section 15600 et seq. and shall report all known or suspected instances of physical abuse of elders and dependent adults either to an appropriate County adult protective services agency or to a local law enforcement agency, as mandated by these code sections. The Contractor staff working on this Agreement shall make the report on such abuse, and shall submit all required information, in accordance with the WIC Sections 15630, 15633 and 15633.5.

9.2.3 Contractor staff's failure to report as required is considered a breach of this Agreement subject to immediate termination and is also a misdemeanor, punishable by up to one year in jail, a fine of up to \$5,000 or both.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be executed by its Director of Health Services, and Contractor has caused this Agreement to be executed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
Mitchell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title

APPROVED AS TO FORM
John Krattli
County Counsel

By _____
Assistant County Counsel

Exhibit A Statement of Work

1. SERVICES TO BE PROVIDED

- 1.1.** Contractor shall provide qualified Personnel to perform temporary nursing personnel services to Facilities, as needed, on a seven (7) days per week, twenty-four (24) hours per day, three hundred sixty-five/six (365/6) days per year basis. County does not guarantee Contractor a minimum use of its Personnel.
- 1.2.** Personnel shall provide direct and/or indirect general and specialty nursing and support care services to County patients as required by the respective Facility's Nursing Administration and in accordance with applicable regulatory, accreditation, and clinical practice standards. Personnel shall provide correct and accurate documentation of patient treatment, care, service and medications administered and maintain all aspects of the Health Insurance Portability and Accountability Act (HIPAA).
- 1.3.** County reserves the right to suspend services and/or ordering of services under this Agreement at any time with or without cause.
- 1.4.** Contractor may provide services to the Facilities listed in Exhibit E- Service Locations. Additional DHS and Non-DHS County Department service locations may be added in accordance with Agreement Sub-paragraph 8.1, Amendments.
- 1.5.** Contractor shall be compensated for services provided in accordance with the rates and conditions in Exhibit B- Schedule of Rates.

2. PROFESSIONAL QUALIFICATIONS OF PERSONNEL

- 2.1.** Contractor shall ensure that all Personnel providing services under this Agreement are qualified to perform the various functions and duties under this Agreement, as outlined herein and as defined by applicable statutes and regulations related to their scope of health care practice.
- 2.2.** Contractor shall ensure that all Personnel providing services under this Agreement are duly licensed, registered and certified without restrictions in the State of California, as appropriate, and as required by Federal, State, County, local law, The Joint Commission (TJC) and any other applicable regulatory agencies. In addition, Personnel shall carry such unrestricted, current, active, and valid original license, registration, and certificate, as appropriate, at all times while providing services herein. In the event that the ordering Facility inadvertently utilizes the services of Personnel who lack the appropriate licenses, registrations, and certifications, as appropriate, County shall not pay for any time worked by such Personnel. County shall withhold payment for

such time worked or recoup any payments already remitted. Furthermore, Contractor shall be solely responsible for any claims for damages that may arise from unqualified Personnel's provision of services herein.

- 2.3.** Personnel providing services under this Agreement shall have the following minimum years of experience within the last three (3) years in an ambulatory care, acute care facility, or other healthcare settings, as applicable as determined by County.

Personnel Services	Minimum Years of Experience
Registered Nurse (RN)	1
RN-Critical Care	3
RN-Emergency Room	1
RN-Operating Room	1
Clinic Nurse Manager	1
Certified Nurse Attendant/Assistant (CNA)	1
Licensed Vocational Nurse (LVN)	1
Mental Health Assistant	1
Psychiatric Technician	1
Certified Medical Assistant (CMA)	1
Surgical Technician	1
Central Service Technician (CST)	1

Notwithstanding the foregoing, Personnel shall meet the minimum experience requirements as set forth by the ordering Facility, which may be in excess of the requirement set forth in this Sub-paragraph.

- 2.4.** Personnel providing services under this Agreement shall have current, valid cardio-pulmonary resuscitation (CPR) certification(s), as appropriate and specific to the unit of assignment (e.g. BLS, ACLS, PALS, NRP, etc.), issued by the American Heart Association or other County approved program and shall carry their current, original (not copy) CPR card(s) at all times.
- 2.5.** Personnel providing services under this Agreement shall meet ordering Facility's minimum specifications and requirements for the assignment as documented on the recruitment checklist (e.g. DHS NCWFM Standardized Profile Checklist) at the time of ordering.

3. CONTRACTOR'S RESPONSIBILITIES

- 3.1.** Contractor shall staff a Director of Nursing who shall be a full-time RN with unrestricted, current, valid, and active licensure in the State of California as an RN and Contractor shall provide a copy of such licensure to County Program Manager prior to the start of Contractor's Director of Nursing serving in this capacity. Contractor's Director of Nursing shall serve only one (1) temporary staffing agency in this capacity and shall be available at Contractor's local

office during normal business hours (8:00 a.m. to 5:00 p.m.), five (5) days a week, Monday through Friday and on-call twenty-four hours per day, seven (7) days per week for professional nursing consultation (i.e. consultation regarding experience level, certifications, skills, competencies, etc. of Contractor's Personnel and shall not be related to any specific patient information) when required by ordering Facility's Nursing Administration.

3.2. Contractor shall maintain at all times during the term of this Agreement TJC certification in Health Care Staffing Services (HCSS) and shall provide evidence of HCSS certification to County upon request and upon renewal of HCSS certification.

3.3. Contractor shall maintain a local office in Southern California, defined as within the boundaries of the following counties: Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura. Such local office shall be for the use of Contractor's Director of Nursing to manage Contractor's temporary nursing personnel services program and to keep documentation that shall include, but not be limited to: personnel records, appropriate licenses for Contractor and Personnel, CPR certification, policies and procedures, and other certificates required by federal, State, County, and local laws, for each individual providing services under this Agreement.

3.4. Recruitment and Assignment:

3.4.1. Contractor shall only refer and assign Personnel who are qualified as defined in Exhibit A, Paragraph 2 and have appropriate education, training, background, experience and demonstrated ability to perform the services required under this Agreement.

3.4.2. Facilities will not accept the services of Personnel with non-immigrant visa status. Contractor shall not refer and assign such Personnel.

3.4.3. Assigned Personnel referred through this Agreement shall be proficient in the English language, be able to speak fluently, understand oral and written communications, and write effectively.

3.4.4. Contractor shall not utilize any current or former County personnel (whether full-time or part-time) for the provision of services herein, unless such former County personnel has terminated her/his County employment at least three (3) months prior to working for Contractor, or unless County has terminated the employment (i.e. laid off) of such former County personnel due to County budget reductions.

3.4.5. Contractor shall verify that all Personnel meet the requirements outlined in Exhibit A, Sub-paragraph 2.2. and shall provide ordering Facility with a copy of all current licenses, registrations, and certifications, as appropriate, at the time such Personnel is first

assigned to such Facility. Documentation that Contractor has verified the current status of all such licenses, registrations, and certifications, as appropriate, shall be retained by Contractor for purposes of inspection and audit and made available to County upon request.

- 3.4.6. Contractor shall perform a background check on all Personnel prior to referral as required in Agreement, Paragraph 7.6, Background and Security Investigations. In addition, subsequent to each referral of Personnel, Contractor shall perform a search of federal exclusion lists including at a minimum the Office of Inspector General's (OIG) and the General Services Administration's (GSA) exclusion lists. Documentation of background check(s) shall be provided to ordering Facility upon referral and shall be maintained in the respective Personnel's file at Contractor's local office.
- 3.4.7. Contractor shall ensure that all Personnel assigned to provide services at Facilities are free of infectious disease(s), have been tested and vaccinated as required by TJC and Section 70723, Title 22, California Code of Regulations, in accordance with Agreement Sub-paragraph 7.7, Medical Health Screening, and are physically able to perform the duties described herein. Contractor shall provide written certification of the aforementioned requirements to the Facility prior to referral of Personnel and shall maintain this written certification at Contractor's local office.
- 3.4.8. Contractor shall provide Personnel providing services under this Agreement with written instructions on the policies and procedures to be followed while at assigned Facilities, including, but not limited to, industrial accidents.
- 3.4.9. Contractor shall arrange all travel to and from Los Angeles, California, and provide or arrange housing as may be required for any non-local Personnel to be used under this Agreement at no cost to County.
- 3.4.10. Contractor shall evaluate the performance and skills of Personnel providing services hereunder as needed, but not less than on an annual basis in accordance with County Department's and Facility's Quality Assurance Plan.
- 3.4.11. The assignment of any Personnel to a Facility hereunder shall not extend beyond the expiration date of this Agreement.

3.5. Restriction to Hours Worked

Personnel working at any one Facility or combination of Facilities, shall not work more than three (3) twelve (12) hour shifts, four (4) ten (10) hour shifts, or five (5) eight (8) hour shifts in a Workweek inclusive of all County and private

facilities. At County's sole discretion, the Facility's Chief Nursing Officer or designee may approve additional work hours/shifts. Such approval shall be documented and maintained on file.

3.6. Industrial Accidents

- 3.6.1. Contractor shall establish appropriate policies and procedures regarding initial and follow-up procedures for Personnel who experience an industrial accident (e.g., needle sticks) while providing services at a Facility. In any event, if any one of Contractor's Personnel experiences an industrial accident, while performing services under this Agreement, such Personnel may seek medical care at the Facility such Personnel is assigned to, or appropriate Facility capable of treating such an accident at Contractor's expense.
- 3.6.2. Follow-up for Personnel exposed to Human Immunodeficiency Virus (HIV) positive patients (e.g. needle sticks) must be in accordance with Federal Centers for Disease Control and Prevention (CDC) guidelines and is the responsibility of Contractor and the individual and not that of County.
- 3.6.3. Contractor shall give Personnel providing services hereunder written instructions on the above policies and procedures which shall be reviewed with each of Contractor's Personnel as needed, but not less than on an annual basis.
- 3.6.4. A copy of the above policies and procedures shall be retained by Contractor and made available to County upon request for purposes of inspection and audit.

3.7. Infection Control

- 3.7.1. Personnel shall strictly adhere to Infection Control and Employee Health Guidelines to prevent the transmission of infections and to assure prompt and appropriate treatment for employee exposure. If any Personnel is diagnosed with having an infectious disease, and Contractor is made aware of such a diagnosis and such person has had contact with a County patient during the usual incubation period for such infectious disease, then Contractor shall report such an occurrence to Facility's Employee Health and Infection Control Department within twenty-four (24) hours of becoming aware of the diagnosis.
- 3.7.2. If a County patient is diagnosed with having an infectious disease, and such County patient has had contact with Personnel without the benefit of Personal Protective Equipment (PPE) during the usual incubation period for such infectious disease, Facility will report such occurrences

to Contractor. Confirmation that an exposure occurred is made by Employee Health and Infection Control.

3.7.3. For purposes of this Agreement, the infectious diseases reportable hereunder are those listed in the Public Health List of Reportable Diseases (California Code of Regulations, Title 17).

4. REQUEST FOR SERVICES

4.1. Staffing order requests will be sent to Contractor by email or facsimile by the ordering Facility's NCWFM Nurse Liaison or designee. Contractor's response to such request must be received within twelve (12) hours (unless otherwise noted on the order request) of the original request and verified by an electronic time stamp for consideration. Responses submitted beyond the twelve (12) hour or otherwise set timeframe may not be accepted for consideration. Ordering Facility will notify Contractor of selection or non-selection of submitted candidates.

4.2. All offers for assignment are contingent upon meeting the following NCWFM criteria including but not limited to:

- Completed profiles submitted must be in compliance with all contractual requirements.
- Qualifications shall be current and meet the requested experience and skill sets.
- Confirmation of available work shift(s), day and date(s).
- Verification of any previous worked hours.
- Successfully passing the Pre-Assignment Medication Screening Test (Licensed Personnel only, e.g. RN, LVN, etc.).
- Successfully meeting County Live Scan Requirements.
- Successfully meeting DHS Medical Health Screening Requirements.
- Successfully passing the Facility Orientation, DHS Core Competency Testing and any Unit Specific Testing Requirements.

4.3. Work Assignment

4.3.1. Contractor shall assign and provide Personnel, who meet the requirements indicated in Sub-paragraph 4.2 above, to Facilities within the timeframe (i.e., date/start time and shift period) specified by

ordering Facility. County will make every effort to provide Contractor a four (4) hour window before the start of any shift.

- 4.3.2. Contractor further agrees that its Personnel shall work the shift(s) requested by ordering Facility. All such services shall be provided in accordance with the specific terms and conditions contained in this Exhibit and shall be billed at the rates and in accordance with the billing and payment procedures described in Agreement Paragraph 5, Billing and Payment, and Exhibit B -Schedule of Rates.
- 4.3.3. If for any reason, assigned Personnel are unable to report to Facility as agreed to at the time of ordering Facility's request above, then Contractor shall notify said Facility immediately and shall make arrangements to provide Facility with necessary replacement Personnel within no more than two hours of Contractor's notification to Facility.
- 4.3.4. If Facility requests Personnel less than two (2) hours prior to the start of a shift, then County will be liable for the whole shift, provided the individual referred by Contractor arrives within two (2) hours of shift start. If the individual arrives later than two (2) hours of the scheduled shift start, County will pay Contractor only for the time worked.
- 4.3.5. If Facility requests Personnel after the start of a shift and the individual arrives within two (2) hours of the time Facility placed the request with Contractor, then County will be liable for the time worked plus the equivalent of two additional (2) hours of service. If the individual arrives after the two (2) hour time limit referenced above, then County will only be liable for the time worked.

4.4. Cancellation of Assignment

Facilities may cancel assignment of Personnel with or without cause at any time during her/his assignment. At the discretion of Facility, Contractor may be required to provide replacement Personnel.

4.4.1. For Personnel engaged in a Per Diem Assignment

- 1. Prior to scheduled shift start, Facility may change or cancel any scheduled shift without incurring any financial liability upon providing Contractor with at least two (2) hours prior notice. In the event Facility changes or cancels a scheduled shift with less than two (2) hours prior notice, County will pay Contractor an amount equivalent to four (4) hours of service.
- 2. If Personnel begins a shift at a Facility at the scheduled time and Facility determines that said Personnel is not needed, Facility may

cancel the remainder of the shift and will pay Contractor for time worked by said Personnel or the equivalent of four (4) hours of service, whichever is greater. If Personnel arrives beyond thirty (30) minutes of scheduled shift and Facility determines that the Personnel is not needed, County will pay Contractor for only the time worked by said Personnel.

4.4.2. For Personnel engaged in a Weekly Assignment:

1. If within a two (2) week schedule, Facility determines that Personnel is not needed (e.g. due to low Average Daily Census, census fluctuation, etc.), Facility may cancel Personnel once in a two (2) week schedule.
2. If Facility determines Personnel is not needed and decides to cancel Personnel for the remainder of the scheduled Weekly Assignment engagement, County will only be financially liable for the shifts worked prior to such cancellation.
3. Notwithstanding the foregoing, County's financial liability for scheduled Weekly Personnel shifts will be the same as outlined in Sub-paragraph 4.4.1 above.

5. PERSONNEL RESPONSIBILITIES

- 5.1.** Prior to providing services, Personnel assigned to Facility shall read DHS's Orientation Handbook and the Non-County Workforce Comprehensive Policy statements as well as sign the Acknowledgment of Conditions of Assignment and a statement provided by Facility's Nursing Administration that she/he has read the DHS Risk Management Information Handbook regarding DHS' malpractice policies and medical protocols. County may, at its own discretion, provide Contractor an orientation package to include, but not limited to, the material referenced in this Sub-paragraph, which Contractor must provide to Personnel prior to providing services to Facilities. Such signed acknowledgment and statement(s) shall be maintained by Contractor and made available to Facility upon request. For Personnel providing services to Non-DHS departments, Personnel shall follow the guidelines and policies of the respective department.
- 5.2.** While at Facility, Personnel shall report to Facility's Nursing Administration for specific job assignment and other related questions. Contractor and assigned Personnel shall work closely and collaboratively with County staff, supervisors and managers in the direct and/or indirect delivery of safe, courteous and quality patient care and services.
- 5.3.** Upon reporting for and leaving job assignment, Personnel shall sign in and out on County provided daily time records.

5.4. Meal Period

In consideration of Contractor's obligations under applicable State and Federal labor laws:

- 5.4.1. County will provide Personnel with an unpaid meal period of not less than thirty (30) minutes for a work period if such Personnel works at least five (5) hours during the day. If such Personnel works no more than six (6) hours during a day, the meal period may be waived by mutual consent of both the County and the Personnel. If such Personnel works more than six (6) hours during a day, the meal period may not be waived.
- 5.4.2. County will provide a second unpaid meal period of not less than thirty (30) minutes for Personnel if such Personnel works at least ten (10) hours during the day. If such Personnel works no more than twelve (12) hours during a day, the second meal period may be waived by mutual consent of both the County and the Personnel, but only if the first meal period was not waived.
- 5.4.3. Unpaid meal periods may be waived by mutual consent, provided that the appropriate Facility supervisor initials the Personnel's time record on the day the unpaid meal period was waived. If the supervisor's initials are not on the time record, County shall assume Personnel was off duty for the unpaid meal period as described above, and make the necessary adjustments to the time record and related Contractor reimbursement.

6. STAFF DEVELOPMENT TRAINING/COMPETENCY TESTING/ ORIENTATION

Personnel providing services under this Agreement shall have participated in staff development training programs, competency testing, and shall attend orientation as described herein and as required by County. All time and costs that the Contractor incurs to have Personnel complete and pass County internal or external training, competency testing, and orientations are the fiscal responsibility of the Contractor.

6.1. Annual Staff Development Training Programs

Documentation that Personnel attended the annual staff development training programs listed below shall be retained by Contractor and shall be made available to County upon request. Personnel may be required to attend certain staff development training programs at Facilities even if Personnel completed such staff development training programs through a non-County entity. Notwithstanding the foregoing, Personnel not having completed any one of the below staff development training programs may attend such programs at a Facility, if such programs are offered by the Facility. Required Annual Staff Development Training Programs include but are not limited to the following:

- Blood borne pathogens precautions
- Infection control
- Patient safety (fire, electrical, disaster)
- Employee right-to-know
- Toxic substances
- Patient's rights
- Child/elder abuse
- Age specific care
- HIPAA (shall be completed at DHS Facility)

6.2. Competency Testing

Personnel shall abide by DHS Competency Assessment-Direct and Indirect Patient Care Position policy 780.200. Personnel shall be subject to Competency Testing Standards as set forth by County. County will make Study Guide material available electronically to Contractor. Contractor shall print out the necessary number of competency documents needed and distribute to all Personnel at Contractor's cost. Personnel are allowed to participate in practice sessions at any Facility according to the specific work area. Practice sessions must be arranged with County Nursing Supervisors or County Managers at the specific Facility. Contractor shall make arrangements with the respective Facility to enable Personnel to complete and pass the DHS Competency Testing prior to beginning services and annually thereafter. County will communicate Competency Testing outcomes resulting in work status changes to Contractor and Personnel. Personnel are not entitled to any due process rights through grievance or through the LA County Civil Service Commission.

6.3. Orientation

Upon County's request, Personnel providing services under this Agreement may be required to attend and participate in any in-house orientation(s) by any Facility. Notwithstanding the foregoing, all Personnel providing services at DHS Facilities shall complete DHS's on-line Compliance Awareness training in accordance with DHS Compliance Program/ Code of Conduct policy 1000 prior to Contractor submitting the first billing for such services at any DHS Facility. Furthermore, all Personnel providing services at Facilities shall complete DHS HIPAA training in accordance with DHS Privacy and Security Awareness and Training policy 361.24 during Facility in-house orientation.

7. QUALITY MANAGEMENT COMPLIANCE

Contractor and its Personnel shall comply with all quality management programs required by County, TJC, Centers for Medicare & Medicaid Services (CMS), and any other applicable accrediting or regulatory agencies, as well as all policies and procedures of Facilities.

8. NON-DHS DEPARTMENTS

Certain requirements of this Exhibit may be waived or substituted with alternate requirements if aforementioned requirements are not applicable to the ordering Non-DHS department.

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Exhibit B
Schedule of Rates

1. HOURLY RATES

County will compensate Contractor for temporary nursing personnel services provided under this Agreement at the following hourly rates for time worked by Personnel rounded to the nearest fifteen (15) minutes. A fifteen (15) minute pay increment will be paid after eight (8) minutes of work are performed in a given fifteen (15) minute increment.

1.1. Per Diem Assignments

	Personnel Services:	8 hour shift	10 hour shift	12 hour shift
1D	Registered Nurse (RN)*	\$53.00	\$56.50	\$60.00
2D	RN—Critical Care**	\$57.00	\$61.50	\$66.00
3D	RN—Emergency Room	\$58.00	\$62.00	\$66.00
4D	RN—Operating Room	\$58.00	\$62.50	\$67.00
5D	Certified Nurse Attendant/Assistant (CNA)	\$24.00	\$26.50	\$29.00
6D	Licensed Vocational Nurse (LVN)	\$37.00	\$40.00	\$43.00
7D	Mental Health Assistant	\$29.00	N/A	N/A
8D	Psychiatric Technician	\$38.00	N/A	N/A
9D	Certified Medical Assistant (CMA)	\$31.00	N/A	N/A
10D	Surgical Technician	\$37.00	\$39.00	\$41.00
11D	Central Service Technician (CST)	\$25.00	N/A	N/A

1.2. Weekly Assignments (6-13 week engagement)

	Personnel Services:	8 hour shift	10 hour shift	12 hour shift
1W	RN *	\$61.00	\$64.50	\$68.00
2W	RN—Critical Care**	\$67.00	\$69.00	\$71.00
3W	RN—Emergency Room	\$67.00	\$69.00	\$71.00
4W	RN—Operating Room	\$68.00	\$70.00	\$72.00
5W	Surgical Technician	\$47.00	\$49.00	\$51.00
6W	Clinic Nurse Manager	\$83.00	\$85.00	\$87.00

*For any RN providing services under this Agreement, rate 1D or 1W, as appropriate for assignment type, shall apply unless otherwise specified in this Exhibit B.

****Critical Care RNs may be floated to telemetry or step-down units based on the needs of Facility. If a Critical Care RN is assigned to work in telemetry or step-down units, Contractor shall bill at rate 1D or 1W, as appropriate for assignment type.**

2. OVERTIME COMPENSATION

Personnel shall obtain approval from the Facility Chief Nursing Officer or designee prior to working overtime. Such approval will be memorialized in writing (e.g. on the NCWFM Daily Time Record). Overtime worked without prior approval shall not be compensated. Overtime shall not be billed for less than fifteen (15) minute increments. A fifteen (15) minute pay increment will be paid after eight (8) minutes of work are performed in a given fifteen (15) minute increment. Non-County compensated work hours spent on training/orientation at Facility will be counted for the purposes of computing overtime compensation. Overtime for per diem and weekly nursing personnel services is defined and compensated as follows:

2.1. Per Diem Assignments

- 2.1.1. Overtime rates for per diem nursing personnel services set forth herein shall be applicable only on a daily basis.
- 2.1.2. Hours worked in excess of eight (8) hours per day, ten (10) hours per day, or twelve (12) hours per day, depending on the shift scheduled by County up to and including a maximum of sixteen (16) hours per twenty-four (24) hour period, at any one Facility. For purposes of per diem overtime, all of the Comprehensive Health Centers identified in Exhibit E- Service Locations, shall be considered one Facility.
- 2.1.3. For Personnel assigned to an eight (8) hour or ten (10) hour shift, who work over eight (8) hours or ten (hours) respectively per day at a Facility, County will pay one and one-half (1.5) times the hourly rate set forth herein for the actual overtime worked. For Personnel assigned to a 12 hour shift, who work over twelve (12) hours per day at a facility, County will pay two (2) times the hourly rate set forth herein for the actual overtime worked.
- 2.1.4. Except to the extent overtime rates or additional work hours/shifts are authorized for per diem Personnel herein, County will not be responsible for overtime for per diem Personnel who work in excess of forty (40) hours per week at any one Facility or combination of Facilities.

2.2. Weekly Assignments

- 2.2.1. Overtime is defined as those hours worked in excess of forty (40) hours per Workweek at an assigned Facility.

2.2.2. For Personnel who work over forty (40) hours per Workweek at an assigned Facility, County will pay one and one-half (1.5) times the hourly rate set forth below for the actual overtime worked only.

2.2.3. Except to the extent additional work hours/shifts are authorized for weekly Personnel herein, County will not be responsible for overtime for weekly Personnel who work in excess of sixty-four (64) hours per week at any one Facility.

3. HOLIDAY COMPENSATION

County will compensate Contractor for temporary nursing personnel services provided under this Agreement on a holiday based on the rates and conditions set forth herein in this Exhibit B.

3.1. For the purposes of this Agreement, the following are the holidays compensated:

Holiday	Day Observed
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

3.2. Holidays (from shift start on or after 7:00 a.m. on the morning of the holiday and ending on or before 7:00 a.m. the following day) shall be billed at one and one-half (1.5) times the hourly rate.

3.3. In the event a holiday falls within a Workweek that is more than 40 hours, the holiday overtime will not affect any additional overtime the Personnel may be entitled to.

3.4. For purposes of this Agreement, no other holidays, whether recognized or created by the State, Federal or County government(s) during the term of this Agreement shall be considered holidays.

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CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

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|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

COUNTY'S PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contracts and Grants Division
Address: 313 N. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: 213-240-7819
Facsimile: 213-250-2958
E-Mail Address: khanks@dhs.lacounty.gov

COUNTY'S PROGRAM MANAGER:

Name: Vivian Branchick, RN, Chief Nursing Officer
Title: Director of Nursing Affairs
Address: 313 N. Figueroa Street, 9th Floor Room 904, Los Angeles, CA 90012
Telephone: 213-240-7702
Facsimile: 213-482-9421
E-Mail Address: vbranchick@dhs.lacounty.gov

SERVICE LOCATIONS**DHS****HOSPITALS**

Harbor-UCLA Medical Center
1000 W. Carson Street
Torrance, CA 90509

Olive View-UCLA Medical Center
14445 Olive View Drive
Sylmar, CA 91342

Los Angeles County+USC Medical Center
1200 N. State Street, Inpatient Tower, C2K100
Los Angeles, CA 90033

Rancho Los Amigos National Rehabilitation Center
7601 E. Imperial Highway
Downey, CA 90242

AMBULATORY CARE NETWORK

Edward R. Roybal Comprehensive Health Center
245 S. Fetterly Avenue
Los Angeles, CA 90022

South Valley Health Center
38350 40th Street East
Palmdale, CA 93552

El Monte Comprehensive Health Center
10953 Ramona Boulevard
El Monte, CA 91731

Long Beach Comprehensive Health Center
1333 Chestnut Avenue
Long Beach, CA 90813

La Puente Health Center
15930 Central Avenue
La Puente, CA 91744

Bellflower Health Center
10005 E. Flower Street
Bellflower, CA 90706

H. Claude Hudson Comprehensive Health Center
2929 S. Grand Avenue
Los Angeles, CA 90007

Wilmington Health Center
1325 Broad Avenue
Wilmington, CA 90744

Hubert H. Humphrey Comprehensive Health Center
5850 S. Main Street
Los Angeles, CA 90003

Martin Luther King Jr., Multi-Service Ambulatory Care Center
12021 South Wilmington Avenue
Los Angeles, CA 90059

High Desert Multi-Service Ambulatory Care Center
44900 N. 60th Street West
Lancaster, CA 93536

Dollarhide Health Center
1108 North Oleander Avenue
Compton, CA 90222

Los Angeles County High Desert Regional Health Center
335 East Avenue "I"
Lancaster, CA 93536

Mid-Valley Comprehensive Health Center
7515 Van Nuys Boulevard
Van Nuys, CA 91405

Antelope Valley Health Center
335-B E. Avenue K6
Lancaster, CA 93535

Glendale Health Center
501 North Glendale Avenue
Glendale, CA 91206

Lake Los Angeles Community Clinic
16921 E. Avenue O (Space G)
Lake Los Angeles, CA 93535

San Fernando Health Center
1212 Pico Street
San Fernando, CA 91340

Little Rock Community Clinic
8210 Pearblossom Highway
Littlerock, CA 93543

Vaughn Street Elementary School-Based Clinic
13330 Vaughn Street
San Fernando, CA 91340

SERVICE LOCATIONS**DHS****JUVENILE COURT HEALTH SERVICES**

Barry J. Nidorf Juvenile Hall
16350 Filbert Street
Sylmar, CA 91342

Camp Afflerbaugh
6631 N. Stephens Ranch Road
La Verne, CA 91750

Camp Gonzales
1301 N. Las Virgenes Road
Calabasas, CA 91302

Camp Holton
12500 N. Little Tujunga Canyon Road
Tujunga, CA 91042

Camp Kilpatrick
427 S. Encinal Canyon Road
Malibu, CA 90256

Camp Mendenhall
42230 Lake Hughes Road
Lake Hughes, CA 93532

Camp Miller
433 S. Encinal Canyon Road
Malibu, CA 90256

Camp Munz
42220 Lake Hughes Road
Lake Hughes, CA 93532

Camp Paige
6601 N. Stephens Ranch Road
La Verne, CA 91750

Camp Rockey
1900 N. Sycamore Canyon Road
San Dimas, CA 91771

Camp Routh
12500 N. Big Tujunga Canyon Road
Tujunga, CA 91042

Camp Scott
28700 N. Bouquet Canyon Road
Saugus, CA 91350

Camp Scudder
28750 N. Bouquet Canyon Road
Saugus, CA 91350

Central Juvenile Hall
1605 Eastlake Avenue
Los Angeles, CA 90033

Challenger Memorial Youth Center
5300 W. Avenue "I"
Lancaster, CA 93534

Kirby Center
1500 S. McDonnell Avenue
Los Angeles, CA 90022

Los Padrinos Juvenile Hall
7285 E. Quill Avenue
Downey, CA 90242

SERVICE LOCATIONS
NON-DHS COUNTY DEPARTMENTS

DEPARTMENT OF PUBLIC HEALTH

Antelope Valley Health Center
335-B East Avenue K-6
Lancaster, CA 93535

Glendale Health Center
501 North Glendale Avenue
Glendale, CA 91206

Pacoima Health Center
13300 Van Nuys Blvd.
Pacoima, CA 91331

North Hollywood Health Center
5300 Tujunga Avenue
North Hollywood, CA 91601

Monrovia Health Center
330 West Maple Avenue
Monrovia, CA 91016

Pomona Health Center
750 South Park Avenue
Pomona, CA 91766

Central Health Center
241 North Figueroa Street
Los Angeles, CA 90012

Central Satellite Clinic
Center for Community Health
522 San Pedro Street, 1st floor
Los Angeles, CA 90013

Hollywood/Wilshire Health Center
5205 Melrose Avenue
Los Angeles, CA 90038

Simms/Mann Health & Wellness Center
2509 Pico Boulevard
Santa Monica, CA 90405

Martin Luther King Jr. Center for Public Health
11833 S. Wilmington Avenue
Los Angeles, CA 90059

Ruth Temple Health Center
3834 South Western Avenue
Los Angeles, CA 90062

Whittier Health Center
7643 South Painter Avenue
Whittier, CA 90602

Torrance Health Center
711 Del Amo Boulevard
Torrance, CA 90502

Curtis Tucker Health Center
123 West Manchester Boulevard
Inglewood, CA 90301

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: _____

AGREEMENT NO: _____

CONTRACTOR'S LOCAL OFFICE:

Address: _____

CONTRACTOR'S ADMINISTRATOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S DIRECTOR OF NURSING:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S ADMINISTRATION

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Program Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 1 of 3

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
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Page 2 of 3

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 3 of 3

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723
www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance Certification, E2" form. The Certification form must be completed by the prospective Contractor personnel and their health care provider, then by the Contractor attesting verification of completion of DHS forms.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "Health Clearance Certification, E2". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed certification form.

Contractor personnel may be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements will be given a letter indicating they have five (5) days to comply or face termination of assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

MANDATORY PERSONNEL MONITORING REPORT

Note: The following Mandatory Personnel Monitoring Report is a sample report that the Contractor will be required to provide. The report content and individual Facility requirements for Personnel may vary. Such content and Facility requirements will be communicated to Contractor by each respective Facility for which Contractor provides services.

MANDATORY PERSONNEL MONITORING REPORT

<i>Document</i>	<i>Doc. Loc.*</i>	<i>Personnel Record #1</i>	<i>Personnel Record #2</i>	<i>Personnel Record #3</i>
Name of Contract Employee:				
INITIAL VERIFICATION				
Photo ID Badge/ID No.				
Date of Annual Health Clearance:				
Conditions of Employment				
Date of Live Scan™ Background Check through County:				
Background Check by Contractor				
LAC / DHS REQUIRED TRAININGS FOR ALL NON-COUNTY WORKFORCE MEMBERS				
(NETWORK REQUIRED) DATE OF OCCURRENCE OR EXPIRATION				
Performance Evaluation (Annual)				
Facility Orientation (Initial)				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Facility Annual Re-Orientation				
Area Specific Orientation (Annual)				
Diversity / Cultural Competence				
Sexual Harassment Prevention				
HIPAA / Privacy (PHI)				
General Staff Safety				
Hazard Materials (MSDS); Including Employee Right to Know; Toxic Substances				
Disaster Management / Emergency Plan				
Security/Threat Mgmt.				
Risk Management / Incident Reporting				
Code of Conduct / Compliance				
Data / Information Security Awareness; Safeguards for Protected Health Information				

MANDATORY PERSONNEL MONITORING REPORT

<i>Document</i>	<i>Doc. Loc.*</i>	<i>Personnel Record #1</i>	<i>Personnel Record #2</i>	<i>Personnel Record #3</i>
Name of Contract Employee:				
(PHI)				
Threat Management "Zero Tolerance"				
Safe Surrendered Baby Law				
Other Required Trainings:				
CLINICAL STAFF – NON-COUNTY WORKFORCE MEMBERS EXPIRATION OR DUE DATES REQUIRED				
Current License Cert./Registration No.:				
Date of License Expiration:				
Date of Annual Primary Source Verification				
Secondary License (If Applicable)				
Date of License Expiration:				
Date of Annual Primary Source Verification of Secondary License				
Initial Competency Assessment / Skills and				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Equipment Checklists Date:				
Annual Competency Assessment / Skills and Equipment Checklists Date:				
Continuing Ed. / QA / QM Performance Improvement				
DATE TRAININGS and/or CERTIFICATIONS EXPIRE:				
Diploma / CV / Specialty Training				
MAB / Pro-ACT				
Behavioral Restraint and/or Seclusion				
CPR / Basic Life Support				
ACLS (If Applicable):				
"Sentinel Event" / "Near Miss" Reporting				
Age Specific Training				
Infection Control; Including Blood Borne Pathogens				

MANDATORY PERSONNEL MONITORING REPORT

<i>Document</i>	<i>Doc. Loc.*</i>	<i>Personnel Record #1</i>	<i>Personnel Record #2</i>	<i>Personnel Record #3</i>
Name of Contract Employee:				
Hand Hygiene in Healthcare Settings				
Patient's Bill of Rights				
Patient Safety Training (Fire, Electrical, Disaster; Fire Card If Applicable)				
Biomedical Equip./Utilities				
Pain Management Training				
Child / Elder /Adult Abuse Reporting				
Customer Service ("Smile" Training)				
EMTALA Training				
FACILITY MANDATED STATUS VERIFICATIONS (Where Applicable)				
OIG Exclusion Clearance Date:				
GSA Federal Clearance Date:				
DO NOT SEND Verification Date:				
National Data Bank Verification Date:				
State Medical Board Verification Date:				

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

(CONTRACTOR)

FOR

**TEMPORARY CERTIFIED REGISTERED NURSE
ANESTHETIST SERVICES**

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**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES**

AND

**FOR
TEMPORARY CERTIFIED REGISTERED NURSE ANESTHETIST
SERVICES**

This Agreement and Exhibits made and entered into this ____ day of _____, 20__ by and between the County of Los Angeles, hereinafter referred to as County and _____, hereinafter referred to as Contractor. _____ is located at _____.

RECITALS

WHEREAS, pursuant to the provisions of section 1441 of the California Health and Safety Code, County has established and operates, through its Department of Health Services, a network of County hospitals, comprehensive health centers and health centers (collectively hereafter "Facility" or "Facilities," as appropriate); and

WHEREAS, the temporary certified registered nurse anesthetist (CRNA) services to be provided hereunder may not always be immediately available at Facilities to meet the needs of the sick or injured patients served there; and

WHEREAS, other County Departments may also have a need for qualified temporary CRNA personnel and may request Contractor's services under this Agreement, as long as the service sites are initially included herein or added by County's' Director of Health Services during the term of this Agreement; and

WHEREAS, Contractor is qualified and licensed under the laws of the State of California to engage in the business of providing temporary and as-needed CRNA personnel to Facilities, and Contractor's nursing personnel are qualified to perform the services described herein; and

WHEREAS, Contractor warrants that it as an entity, or through its principals or officers (at the sole discretion of County) has at least three years of

experience within the last three years providing services similar to the services required in this Agreement; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement and consistent with the professional standard of care for these services; and

WHEREAS, Contractor is willing to provide the services described herein for and in consideration of the payments provided under this Agreement and under the terms and conditions hereafter set forth; and

WHEREAS, pursuant to section 31000 of the California Government Code and section 1451 of the Health and Safety Code, County is authorized to contract for these services.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, and K are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Schedule of Rates
- 1.3 EXHIBIT C - Contractor's EEO Certification
- 1.4 EXHIBIT D - County's Administration
- 1.5 EXHIBIT E - Service Locations
- 1.5 EXHIBIT F - Contractor's Administration
- 1.6 EXHIBIT G - Contractor Acknowledgement and Confidentiality Agreement

- 1.7 EXHIBIT H - Jury Service Ordinance
- 1.8 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

- 1.9 EXHIBIT J – Medical Health Screening
- 1.10 EXHIBIT K- Mandatory Personnel Monitoring Report

This Agreement and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous agreements, written and oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Sub-paragraph 8.1 - Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1. **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.
- 2.2. **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the Statement of Work, Exhibit A.
- 2.3. **Contractor's Administrator:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4. **Contractor's CRNA Director:** The individual designated by the Contractor to provide clinical oversight of Contractor's CRNA Personnel.
- 2.5. **County's Project Director:** Person designated by Director with authority for County on contractual or administrative matters relating to this Agreement that cannot be resolved by the respective Facility.

- 2.6. **CRNA Personnel:** Wherever referred to in Agreement shall mean Contractor's personnel unless otherwise specified. May also be referred to as Contractor's staff or Contractor's employee.
- 2.7. **Day(s):** Calendar day(s) unless otherwise specified.
- 2.8. **DHS:** Department of Health Services
- 2.9. **Director:** Director of Health Services or his/her authorized designee.
- 2.10. **Facility:** Medical Centers, Health Centers, or Ambulatory Care Centers within Department of Health Services or other County Departments as listed in Exhibit E- Service Locations.
- 2.11. **Facility's Chair of the Department of Anesthesiology:** Physician at each respective Facility with responsibility to oversee the provision of any and all services provided by or on behalf of the Contractor.
- 2.12. **Facility's Medical Director:** May also be known as the Chief Medical Officer (CMO), the Facility Medical Director manages the clinical services and related administrative services at his/her respective Facility including those services provided by or on behalf of the Contractor.
- 2.13. **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.14. **Non-County Workforce Member (NCWFM):** Refers to Contractor's CRNA personnel in the process of obtaining assignment to work, currently working, or having worked in a Facility.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF AGREEMENT

- 4.1 The term of this Agreement shall commence on the latter of May 1, 2014 or upon execution by the parties as is reflected on the top of Page 1 of Agreement. This Agreement shall continue in full force and effect to and including April 30, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement.
- 4.2 The County shall have the sole option to extend this Agreement term for up to five (5) additional one-year periods. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors.
- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit D - County's Administration.

5.0 BILLING AND PAYMENT

- 5.1 All billings by Contractor for services provided pursuant to this Agreement shall be in accordance with the terms, conditions, and rates set forth in Exhibit B – Schedule of Rates, attached hereto and incorporated herein by reference.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 Contractor shall not bill, and shall ensure that its CRNA Personnel do not bill: patients, their families, Medi-Cal, Medicare, or any other third-party payors for services provided under this Agreement. The

compensation identified in Exhibit B- Schedule of Rates, shall be the total consideration for services provided under this Agreement. Contractor shall ensure that its principals and CRNA Personnel take all steps necessary to assign to County their rights to payment by any patient or third-party payor, including but not limited to Medical and Medicare.

5.4 No Payment for Services Provided Following Expiration/Termination of Agreement

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

- 5.5.1 The Contractor shall invoice the County monthly in arrears, or such lesser invoicing period as agreed upon with ordering Facility, only for the number of hours worked by Personnel in accordance with the terms and conditions in Exhibit A – Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's payments shall be as provided in Exhibit B – Schedule of Rates, and the Contractor shall be paid only for the hours approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.
- 5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B – Schedule of Rates.
- 5.5.3 The Contractor's invoices shall clearly reflect and provide reasonable detail of services for which claim is made, including but not limited to, the name(s) of the CRNA Personnel who provided the service, date(s) and hours worked, hourly rate, and any other charges or credits, as set forth in this Agreement. The information required may be

revised by County Program Director from time-to-time with reasonable notice by County to Contractor.

- 5.5.4 The Contractor shall submit invoices in electronic form, unless otherwise instructed to submit in a hardcopy format, to the appropriate Facility to the attention of the Expenditure Management Division promptly at the end of each month or such lesser invoicing period as agreed upon with ordering Facility. Upon receipt of a complete and correct invoice, County shall pay Contractor in accordance with its normal accounts payable procedures. Incorrect and/or discrepant invoices, as determined by the Facility, shall be returned to Contractor for correction before payment is made.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's authorized manager or designee prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of County's Project Director is designated in Exhibit D- County's Administration. The County shall notify the Contractor in writing of any change in the name or addresses shown.

6.1 County's Project Director

Where authorized by the Board of Supervisors, the County Project Director or designee has the authority to negotiate, recommend all changes to this Agreement, and resolve disputes between DHS and Contractor.

6.2 Facility's Medical Director

The Facility Chief Medical Officer or designee manages the clinical services and related administrative services at his/her respective

Facility including those services provided by or on behalf of the Contractor.

6.3 Facility's Chair of the Department of Anesthesiology

The Facility Chair of the Department of Anesthesiology or designee(s) oversees the provision, at her/his respective Facility, of any and all services provided by or on behalf of the Contractor.

The Facility Medical Director and Facility Chair of the Department of Anesthesiology are not authorized to make any changes in any of the terms and conditions of this Agreement and are not authorized to further obligate County in any respect whatsoever.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Administrator

7.1.1 The Contractor's Administrator is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Administrator.

7.1.2 The Contractor's Administrator shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with ordering Facilities.

7.2 Contractor's CRNA Director

7.2.1 The Contractor's CRNA Director is designated in Exhibit F – Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's CRNA Director and submit required documents to County as described in Exhibit A- Statement of Work, Paragraph 3, Contractor Responsibilities.

7.2.2 The Contractor's CRNA Director shall be available to provide professional consultation when required by Facility as described in Exhibit A- Statement of Work, Paragraph 3, Contractor Responsibilities.

7.3 Contractor's Authorized Official(s)

7.3.1 Contractor's Authorized Official(s) are designated in Exhibit F. Contractor shall promptly notify County in writing

of any change in the name(s) or address(es) of Contractor's Authorized Official(s).

- 7.3.2 Contractor represents and warrants that all requirements of Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of Contractor.

7.4 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, Contractor's CRNA Director or temporary CRNA Personnel assigned to a Facility.

7.5 Contractor's Staff Identification

- 7.5.1 All of Contractor's Personnel assigned to County Facilities are required to have a County Identification (ID) and Contractor ID badge on their person and visible at all times. Contractor bears all expense of the badging. Contractor ID badge shall include a photo of the individual Personnel as well as Contractor's name and name of the individual easily visible.
- 7.5.2 Contractor is responsible to ensure that Personnel have obtained a County and Contractor ID badge before they are assigned to work in a County Facility. Contractor Personnel may be asked to leave a County Facility by a County representative if they do not have the proper County and Contractor ID badge on their person.
- 7.5.3 Contractor shall notify the County within one business day when staff is released from working under this Agreement. Contractor shall retrieve and return a County ID badge to the County on the next business day after the Personnel has terminated employment with the Contractor.
- 7.5.4 If County requests the removal of Contractor's Personnel, Contractor shall retrieve and return a County ID badge to the County on the next business day after the Personnel has been removed from working on the County's Agreement.

7.6 Background and Security Investigations

- 7.6.1 Contractor shall perform a background investigation on its staff prior to submitting such staff as a candidate for a work assignment. The background investigation, which shall be performed at no cost to the County, shall include at a minimum:
- Local felony and misdemeanor record check.
 - Social Security Number (SSN) Trace with documentation of current search with any alias names attached to the SSN and a historical list of residences with dates.
 - National Sex Offender Registry search.
- 7.6.2 Notwithstanding Sub-paragraph 7.6.1 above, all Contractor staff performing work under this Agreement shall undergo and pass, to the satisfaction of County, an additional background investigation as a condition of beginning and continuing to work under this Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with obtaining the background information shall be at the expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation. County shall perform the background check and bill Contractor for the cost or deduct such amount from funds owed by County to Contractor.
- 7.6.3 County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.
- 7.6.4 County may immediately, at the sole discretion of the County, deny or terminate Facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County Facility access.

- 7.6.5 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.6, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.7 Confidentiality

- 7.7.1 Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.7.2 Contractor shall indemnify, defend, and hold harmless County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.7, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-paragraph 7.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

7.7.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.7.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

7.8 Medical Health Screening

Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit J- Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.9 Staff Performance under the Influence

Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair his or her physical or mental performance. Contractor shall be responsible for ensuring safe passage to its employee from Facility upon telephonic or electronic notice from County that such employee is not in compliance with this Sub-paragraph. For purposes of this Sub-paragraph 7.9, "safe passage" shall mean Contractor ensuring and being responsible that its employee does not drive him or herself home when County notifies Contractor that such employee is not in compliance with this Sub-Paragraph. If Contractor does not respond to County within one hour of County's notice, the County may arrange for Contractor's employee to be transported by taxi and Contractor shall be responsible to reimburse County for the cost of the taxi.

7.10 Mandatory Personnel Monitoring Report

Contractor shall maintain documentation demonstrating its staff is in full compliance with all DHS and Facility orientation and annual re-orientation trainings, health screenings, background checks, performance evaluations, policies and procedures. Contractor shall provide Facility(ies) that Contractor is providing services with a semi-annual report in the same or substantially similar format as Exhibit K- Mandatory Personnel Monitoring Report, to demonstrate compliance by each Contractor CRNA Personnel. The Director or

other authorized County staff may monitor and/or audit and re-audit Contractor's compliance with Personnel monitoring at any time during the term of this Agreement.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

- 8.1.1 For any change which affects the scope of work, service locations, term, payments, or any term or condition included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.
- 8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.3 The Director or his/her designee may at his/her sole discretion, authorize extensions of time as defined in paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law, regulation, without the need for Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such changes, an Amendment to the Agreement shall be

prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Agreement.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Contractor shall immediately notify County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts.

Failure of Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 Intentionally Omitted

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

8.7.1 In the performance of this Agreement, Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.

8.7.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other

equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that Contractor's agents, employees, or subcontractors are at a Facility, Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. In addition to County's other rights to have Contractor's Personnel withdrawn from providing services under this Agreement, Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of notice from the Facility that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises, indicate that such employee or subcontractor's actions while on County premises, indicate that such employee or subcontractor may adversely affect the delivery of health care services to County patients.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this

Agreement or under any project, program, or activity supported by this Agreement.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.
- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular

business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.

8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.

8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.

8.8.9 **Anti-discrimination in Services:**

Contractor shall not discriminate in the provision of services hereunder because of race, color, religious creed, national origin, ethnic group identification, ancestry, age, sex, sexual orientation, medical condition, marital status, political affiliation, or physical or mental disability in accordance with requirements of Federal and State laws. For the purpose of this Sub-paragraph, discrimination in the provision of services may include, but is not limited to, the following: Denying any person any service or benefit or the availability of a facility; providing any service or benefit to a person which is not equivalent or is provided in a non-equivalent manner or at a non-equivalent time, from that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota,

eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit. Contractor shall take affirmative action to ensure that intended beneficiaries of this Agreement are provided services without regard to race, color, religious creed, national origin, ethnic group identification, ancestry, sex, sexual orientation, age, medical condition, marital status, political affiliation, physical or mental disability.

8.8.10 The Contractor shall certify to, and comply with, the provisions of Exhibit C - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any

12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.

3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such

employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

- 8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively

reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or

terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

8.15.1 Contractor hereby warrants that neither it nor any of its subcontractors' owners, officers, partners, directors, other principals, employees, or independent contractors is restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes but is not limited to Medicare, Medi-Cal and Healthy Families) and that Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

8.15.2 Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer arising from any exclusion or suspension of Contractor or its subcontractors' owners, officers, partners, directors, other principals, employees, or independent contractors from such participation in a Federally funded health care program.

8.15.3 Failure by Contractor to meet the requirements of this Sub-paragraph shall constitute a material breach of contract

upon which County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.17.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

- 8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 8.19.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.
- 8.19.3 County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. County will bill Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by County to Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall

obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, Contractor

agrees that for a period of five (5) years following the furnishing of services under this Agreement, Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorize representatives, the Agreements, books, documents and records of Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 CONTRACTOR PERFORMANCE DURING CIVIL UNREST OR DISASTER

The Contractor recognizes that health care Facilities maintained by County provide care essential to the residents of the communities they serve, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster, or similar event. Notwithstanding any other provision of this Agreement, full performance by Contractor during any riot, insurrection, civil unrest, natural disaster or similar event is not excused if such performance remains physically possible. Failure to comply with this requirement shall be considered a material breach by Contractor for which County may immediately terminate this Agreement.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) AND CONFIDENTIALITY OF MEDICAL INFORMATION ACT (CMIA)

8.26.1 While all Contractor's personnel providing patient care services at the Facilities under this Agreement require access to patient medical records/patient information that is considered Protected Health Information (PHI), such

personnel shall be trained by the Facility on both DHS and the Facilities' policies regarding the privacy and security requirements under Federal and state law including, but not limited to, HIPAA and CMIA and are expected to adhere to all policies.

- 8.26.2 Notwithstanding the foregoing, Contractor expressly acknowledges and agrees that the provision of services other than patient care services at the Facilities under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records/patient information or PHI. Accordingly, Contractor shall instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever either directly from the Facility or from the Contractor's personnel assigned to the Facility.
- 8.26.3 Notwithstanding the foregoing, the parties acknowledge that in the course of the provision of services other than what the Contractor's personnel are permitted to access to provide patient care services at the Facilities hereunder, Contractor or its officers, employees, and agents, may have unintentionally, inadvertently, or mistakenly obtained access to patient medical records/patient information or PHI. Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever and will promptly notify DHS and the Facility of such unintentional, inadvertent, or mistaken access to PHI.
- 8.26.4 Additionally, in the event of such unintentional, inadvertent, or mistaken access, Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so but no later than two business days from the date of such access. In the event of any access, whether unintentional, inadvertent, or mistaken, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents', access to patient medical records/patient

information or PHI. Contractor agrees to provide appropriate training to its personnel regarding their obligations as described hereinabove and will ensure their employees are informed that strict adherence to DHS and Facilities privacy and security policies is required.

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.
- 8.27.4 The Contractor shall adhere to the provisions stated in Sub-paragraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and

expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National

Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed

on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.29.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's

payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$2 million

Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million

Each Occurrence: \$1 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

- **Sexual Misconduct Liability**

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

- **Professional Liability/Errors and Omissions**

Insurance covering Contractor's liability arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$3 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to County upon request.

8.32 Intentionally Omitted

8.33 Intentionally Omitted

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall

not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the County's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be delivered: by hand with signed receipt; (ii) by first-class registered or certified United States mail, postage prepaid; or (iii) by facsimile or electronic

mail transmission followed within twenty-four (24) hours by a confirmation copy mailed by first class registered or certified United States mail, postage prepaid. Furthermore, all notices shall be addressed to the parties as identified in Exhibits D - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.

8.42.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

8.43.1 The Contractor shall maintain, and provide upon request by County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Agreement.

8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor

and shall be made available to the County during the term of this Agreement and for a period of ten (10) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Statement of Auditing Standards No. 70 Type 2 Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 8.43.5 If, at any time during the term of this Agreement or within ten (10) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the

difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for Contractor's services under this Agreement, Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every

subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.50 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

8.49 TERMINATION FOR CONVENIENCE

8.49.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.49.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.49.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.50 TERMINATION FOR DEFAULT

8.50.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee.

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.50.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.50.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.50.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of

the type identified in Sub-paragraph 8.50.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.50.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.50, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.50, or that the default was excusable under the provisions of Sub-paragraph 8.50.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.49 - Termination for Convenience.

8.50.5 The rights and remedies of the County provided in this Sub-paragraph 8.50 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.51 TERMINATION FOR IMPROPER CONSIDERATION

8.51.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee,

or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.51.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.

8.51.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.52 TERMINATION FOR INSOLVENCY

8.52.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.52.2 The rights and remedies of the County provided in this Subparagraph 8.52 shall not be exclusive and are in addition to

any other rights and remedies provided by law or under this Agreement.

8.53 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.54 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.55 UNLAWFUL SOLICITATION

Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.56 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.57 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph 8.57 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.58 WARRANTY AGAINST CONTINGENT FEES

8.58.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.58.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.59 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

9.2 REPORTING OF CHILD/ELDER AND DEPENDENT ADULT ABUSE

9.2.1 Contractor staff working on this Agreement shall comply with California Penal Code (hereinafter "PC") Section 11164 et seq., shall report all known and suspected instances of child abuse to an appropriate child protective agency, as mandated by these code sections, and shall submit all required information, in accordance with the PC Sections 11166 and 11167.

9.2.2 Contractor staff working on this Agreement shall comply with California Welfare and Institutions Code (WIC), Section 15600 et seq. and shall report all known or suspected instances of physical abuse of elders and dependent adults either to an appropriate County adult protective services agency or to a local law enforcement agency, as mandated by these code sections. The Contractor staff working on this Agreement shall make the report on such abuse, and shall submit all required information, in accordance with the WIC Sections 15630, 15633 and 15633.5.

9.2.3 Contractor staff's failure to report as required is considered a breach of this Agreement subject to immediate termination and is also a misdemeanor, punishable by up to one year in jail, a fine of up to \$5,000 or both.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be executed by its Director of Health Services, and Contractor has caused this Agreement to be executed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
Mitchell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title

APPROVED AS TO FORM
John Krattli
County Counsel

By _____
Assistant County Counsel

Exhibit A Statement of Work

1. SERVICES TO BE PROVIDED

- 1.1.** Contractor shall provide qualified CRNA Personnel to Facilities, as needed, on a seven (7) days per week, twenty-four (24) hours per day, three hundred sixty-five/six (365/6) days per year basis. County does not guarantee Contractor a minimum use of its CRNA Personnel.
- 1.2.** CRNA Personnel shall provide anesthesia services as required by ordering Facility. Such services shall be performed for County patients and shall be under the administrative direction of the ordering Facility's Chair of the Department of Anesthesiology or his/her designee(s).
- 1.3.** All services to be provided hereunder shall be performed in accordance with all applicable and acceptable professional and ethical standards and shall be in compliance with all applicable Federal, State, and local laws, ordinances, regulations, rules and directives; as well as all applicable regulations, policies, procedures, rules, and directives of a given Facility and its respective Department of Anesthesiology.
- 1.4.** County reserves the right to suspend services and/or ordering of services under this Agreement at any time with or without cause.
- 1.5.** Contractor may provide services to the Facilities listed in Exhibit E-Service Locations. Additional service locations may be added in accordance with Agreement Sub-paragraph 8.1, Amendments.
- 1.6.** Contractor shall be compensated for services provided in accordance with the rates and conditions in Exhibit B-Schedule of Rates.

2. PROFESSIONAL QUALIFICATIONS OF CRNA PERSONNEL

- 2.1.** Contractor shall ensure that all CRNA Personnel providing services under this Agreement are qualified to perform the various functions and duties under this Agreement, as outlined herein and as defined by applicable statutes and regulations related to their scope of health care practice.
- 2.2.** Contractor shall ensure that all CRNA Personnel providing services hold current, active, unrestricted and valid:
 - State of California Registered Nurse (RN) licensure
 - State of California Nurse Anesthetist licensure
 - National recertification by the Council on Recertification of Nurse Anesthetists

In addition, CRNA Personnel shall carry such current, active, and valid licenses and recertification originals (not copies) at all times while providing services herein. In the event that the ordering Facility inadvertently utilizes the services of CRNA Personnel who lack the appropriate licenses and recertification, County shall not pay for any time worked by such CRNA Personnel. County shall withhold payment for such time worked or recoup any payments already remitted. Furthermore, Contractor shall be solely responsible for any claims for damages that may arise from the unqualified CRNA Personnel's provision of services herein.

- 2.3.** CRNA Personnel providing services under this Agreement shall have not less than one (1) year of documented experience working as a CRNA in the United States within the last two (2) years.
- 2.4.** CRNA Personnel providing services under this Agreement shall have current, valid basic life support (BLS) and advanced cardiovascular life support (ACLS) certifications as well as pediatric advanced life support (PALS) certification (if appropriate to specific assignment) issued by the American Heart Association or other County-approved program and shall carry their current, active certification cards original (not a copy) at all times.

3. CONTRACTOR'S RESPONSIBILITIES

3.1. CRNA Director

- 3.1.1.** Contractor shall employ a CRNA as Contractor's CRNA Director who shall serve only one (1) temporary staffing agency in this capacity at one time.
- 3.1.2.** CRNA Director shall hold unrestricted ,current, active, and valid:
 - State of California (or equivalent if out of state) RN licensure.
 - State of California (or equivalent if out of state) Nurse Anesthetist licensure.
 - National recertification as a CRNA from the Council on Recertification of Nurse Anesthetists.
- 3.1.3.** Contractor shall provide copies of the above licenses and recertification for Contractor's CRNA Director to County's Project Director prior to the start of Contractor's CRNA Director serving in this capacity.
- 3.1.4.** CRNA Director shall be available by pager or telephone eight (8) hours per day, five (5) days per week, during normal business hours (8:00

a.m. to 5:00 p.m.). Further, CRNA Director shall remain on-call by pager or telephone twenty-four (24) hours per day, seven (7) days per week for consultation purposes as defined in Sub-paragraph 3.1.5 below.

3.1.5. CRNA Director shall be responsible for the following including but not limited to:

- Validating each of Contractor's CRNA Personnel's qualifications to provide anesthesia services in the State of California prior to referral to ordering Facility.
- Evaluating each of Contractor's CRNA Personnel's performance on at least an annual basis.
- Providing professional CRNA consultation when required by ordering Facility. Such consultation shall not be related to specific patient information.

3.2. Contractor and Contractor's CRNA Personnel providing services hereunder shall be in conformance with the standards established by The Joint Commission (TJC) which apply to CRNA Personnel. Contractor shall ensure that CNRA Personnel providing services hereunder meet all of the in-service education requirements established by TJC.

3.3. Contractor's management and CRNA Director shall be available by phone and to meet with Facility within a reasonable time after oral or written notification by such Facility.

3.4. Recruitment and Assignment

3.4.1. Contractor shall only refer and assign CRNA Personnel who are qualified as defined in Exhibit A, Paragraph 2 and have appropriate education, training, background, experience and demonstrated ability to perform the services required under this Agreement. Documentation that referred and assigned CRNA Personnel meet the aforementioned criteria shall be retained by Contractor for purposes of inspection and audit and made available to County upon request.

3.4.2. Contractor shall make a reasonable effort to provide specific CRNA Personnel when requested by a Facility.

- 3.4.3. Facilities will not accept the services of CRNA Personnel with non-immigrant visa status. Contractor shall not refer and assign such CRNA Personnel.
- 3.4.4. Assigned CRNA Personnel referred through this Agreement shall be proficient in the English language, be able to speak fluently, understand oral and written communications, and write effectively.
- 3.4.5. Contractor shall not utilize any (whether full-time or part-time) current or former County-employed CRNA as its CRNA Director or for the provision of CRNA services under this Agreement unless such former County-employed CRNA has terminated her/his County employment at least three (3) months prior to working for Contractor, or unless County has terminated the employment (i.e. laid off) of such former County-employed CRNA due to County budget reductions.
- 3.4.6. Contractor shall verify that all CRNA Personnel meet the requirements outlined in Exhibit A, Sub-paragraph 2.2. and shall provide ordering Facility with a copy of all current licenses and recertification at the time such CRNA Personnel is first assigned to such Facility. Documentation that Contractor has verified the current status of all such licenses and recertification shall be retained by Contractor for purposes of inspection and audit and made available to County upon request.
- 3.4.7. Contractor shall ensure that CRNA Personnel undergo a background check in accordance with Agreement, Paragraph 7.6, Background and Security Investigations. In addition, subsequent to each referral of CRNA Personnel, Contractor shall perform a search of federal exclusion lists including at a minimum the Office of Inspector General's (OIG) and the General Services Administration's (GSA) exclusion lists. Documentation of background check(s) shall be maintained in the respective CRNA Personnel's file.
- 3.4.8. Contractor shall ensure that all Personnel assigned to provide services at Facilities are free of infectious disease(s), have been tested and vaccinated as required by TJC and Section 70723, Title 22, California Code of Regulations, in accordance with Agreement Sub-paragraph 7.7, Medical Health Screening, and are physically able to perform the duties described herein. Contractor shall provide written certification of the aforementioned requirements to the Facility prior to referral of Personnel and shall maintain this written certification in the respective CRNA Personnel's file.

- 3.4.9. Contractor shall provide Personnel providing services under this Agreement with written instructions on the policies and procedures to be followed while at a given assigned Facility, including, but not limited to:
- Administration of medications and anesthetics
 - Documentation of Patient Care
 - Writing of Anesthesia related orders
 - Operating Room Attire
 - Identification badge standards
 - Reporting on/off duty
 - Required carry-on documents
 - Job Description delineating
 - Staff development requirements
- 3.4.10. Contractor shall ensure that each of its assigned CRNA Personnel participate in the Facility's Department of Anesthesiology Quality Assurance Program.
- 3.4.11. Contractor shall maintain and update not less than annually a written performance evaluation based on a system to ensure professional competency for each of its CRNA Personnel providing services to County under this Agreement in accordance with DHS' and Facility's Quality Assurance Plan. Copies of such evaluations shall be retained by Contractor for purposes of inspection and audit and made available to County upon request.
- 3.4.12. Contractor or CRNA Personnel, as appropriate, shall arrange all travel to and from Los Angeles, California, and provide or arrange housing as may be required for any non-local CRNA Personnel to be used under this Agreement at no cost to County.
- 3.4.13. Contractor or CRNA Personnel, as appropriate, shall be responsible for providing local transportation, commuting, and parking costs while Contractor's CRNA Personnel are assigned to a Facility at no cost to County.

- 3.4.14. The assignment of any CRNA Personnel to a Facility hereunder shall not extend beyond the expiration date of this Agreement.

3.5. Industrial Accidents

- 3.5.1. Contractor shall establish appropriate policies and procedures regarding initial and follow-up procedures for CRNA Personnel who experience an industrial accident (e.g., needle sticks) while providing services at a Facility. In any event, if any one of Contractor's CRNA Personnel experiences an industrial accident, while performing services under this Agreement, such CRNA Personnel may seek medical care at the Facility such CRNA Personnel is assigned to, or appropriate Facility capable of treating such an accident at Contractor's expense.
- 3.5.2. Follow-up for CRNA Personnel exposed to Human Immunodeficiency Virus (HIV) positive patients (e.g. needle sticks) must be in accordance with Federal Centers for Disease Control and Prevention (CDC) guidelines and is the responsibility of Contractor and the individual CRNA and not that of County.
- 3.5.3. Contractor shall give CRNA Personnel providing services hereunder written instructions on the above policies and procedures which shall be reviewed with each of Contractor's CRNA Personnel as needed, but not less than on an annual basis.
- 3.5.4. A copy of the above policies and procedures shall be retained by Contractor and made available to County upon request for purposes of inspection and audit.

3.6. Infection Control

- 3.6.1. CRNA Personnel shall strictly adhere to Infection Control and Employee Health Guidelines to prevent the transmission of infections and to assure prompt and appropriate treatment for employee exposure. If any CRNA Personnel is diagnosed with having an infectious disease, and Contractor is made aware of such a diagnosis and such person has had contact with a County patient during the usual incubation period for such infectious disease, then Contractor shall report such an occurrence to Facility's Employee Health and Infection Control Department within twenty-four (24) hours of becoming aware of the diagnosis.

- 3.6.2. If a County patient is diagnosed with having an infectious disease, and such County patient has had contact with CRNA Personnel without the benefit of Personal Protective Equipment (PPE) during the usual incubation period for such infectious disease, Facility will report such occurrences to Contractor. Confirmation that an exposure occurred is made by Employee Health and Infection Control.
- 3.6.3. For purposes of this Agreement, the infectious diseases reportable hereunder are those listed in the Public Health List of Reportable Diseases (California Code of Regulations, Title 17).

4. REQUEST FOR SERVICES

- 4.1. Staffing order requests will be sent to Contractor by email or will be made by telephone by the ordering Facility's Department of Anesthesiology. Contractor's response must be received within twelve (12) hours of the original request unless otherwise noted on or during such order request. Responses submitted beyond the twelve (12) hour or otherwise set timeframe may not be accepted for consideration. Ordering Facility will notify Contractor of selection or non-selection of submitted candidates.
- 4.2. All offers for assignment are contingent upon meeting the following criteria including but not limited to:
- Qualifications shall be current, meet the requested experience and skill sets, and be in compliance with all contractual requirements outlined herein in this Exhibit A.
 - Confirmation of available work shift(s), day and date(s).
 - Successfully meeting County Live Scan Requirements.
 - Successfully meeting DHS Medical Health Screening Requirements.
 - Successfully meeting Facility credentialing and clinical privileging criteria.
 - Successfully completing the Facility Orientation.

4.3. Work Assignment

- 4.3.1. Contractor shall assign and provide CRNA Personnel, who meet the requirements indicated in Sub-paragraph 4.2 above, to Facilities within the timeframe (i.e., date/start time and shift period) specified by ordering Facility. County will make every effort to provide Contractor a four (4) hour window before the start of any shift.

- 4.3.2. Contractor further agrees that its CRNA Personnel shall work the shift(s) requested by ordering Facility. All such services shall be provided in accordance with the specific terms and conditions contained in this Exhibit and shall be billed at the rates and in accordance with the billing and payment procedures described in Agreement Paragraph 5, Billing and Payment, and Exhibit B -Schedule of Rates.
- 4.3.3. If for any reason, assigned CRNA Personnel are unable to report to Facility as agreed to at the time of ordering Facility's request above, then Contractor shall notify said Facility immediately and shall make arrangements to provide Facility with necessary replacement CRNA Personnel within no more than two hours of Contractor's notification to Facility.
- 4.3.4. If Facility requests CRNA Personnel less than two (2) hours prior to the start of a shift, then County will be liable for the whole scheduled shift, provided the individual referred by Contractor arrives within two (2) hours of shift start. If the individual arrives later than two (2) hours of the scheduled shift start, County will pay Contractor only for the time worked.

4.4. Cancellation of Assignment

Facilities may cancel assignment of CRNA Personnel with or without cause at any time during her/his assignment. At the discretion of Facility, Contractor may be required to provide replacement CRNA Personnel.

- 4.4.1. Prior to scheduled shift start, Facility may change or cancel any scheduled shift without incurring any financial liability upon providing Contractor with at least two (2) hours prior notice. In the event Facility changes or cancels a scheduled shift with less than two (2) hours prior notice, County will pay Contractor an amount equivalent to four (4) hours of service.
- 4.4.2. If CRNA Personnel begins a shift at a Facility at the scheduled time and Facility determines that said CRNA Personnel is not needed, Facility may cancel the remainder of the shift and will pay Contractor for time worked by said CRNA Personnel or the equivalent of four (4) hours of service, whichever is greater. If CRNA Personnel arrives beyond thirty (30) minutes of scheduled shift and Facility determines that the CRNA Personnel is not needed, County will pay Contractor for only the time worked by said CRNA Personnel.

- 4.4.3. If CRNA Personnel is prescheduled for multiple shifts and Facility determines CRNA Personnel is not needed and decides to cancel CRNA Personnel for the remainder of the scheduled assignment engagement, County will only be financially liable for the shifts worked prior to such cancellation. Notwithstanding the foregoing, County's financial liability for individual shifts within the prescheduled multiple shift assignment will be the same as outlined in Sub-paragraphs 4.4.1 and 4.4.2 above.

5. CRNA PERSONNEL RESPONSIBILITIES

- 5.1. Prior to providing services, CRNA Personnel assigned to Facility shall read the DHS's Orientation Handbook and the Non-County Workforce Comprehensive Policy statements as well as sign the Acknowledgement of Conditions of Assignment and a statement provided by Facility's Medical Administration that she/he has read the DHS Risk Management Information Handbook regarding DHS' malpractice policies and medical protocols. County may, at its own discretion, provide Contractor an orientation package to include, but not limited to, the material referenced in this Sub-paragraph, which Contractor must provide to CRNA Personnel prior to providing services to Facilities. Such signed acknowledgment and statement(s) shall be maintained by Contractor and made available to Facility upon request.
- 5.2. While at Facility, CRNA Personnel shall report to Facility's Department of Anesthesiology Chair or designee(s) for specific job assignment and other related questions.
- 5.3. Upon reporting for and leaving job assignment, CRNA Personnel shall sign in and out on daily time records as required by Facility.

5.4. Meal Period

In consideration of Contractor's obligations under applicable State and Federal labor laws:

- 5.4.1. County will provide CRNA Personnel with an unpaid meal period of not less than thirty (30) minutes for a work period if such CRNA Personnel works at least five (5) hours during the day. If such CRNA Personnel works no more than six (6) hours during a day, the meal period may be waived by mutual consent of both the County and the CRNA Personnel. If such CRNA Personnel works more than six (6) hours during a day, the meal period may not be waived.

- 5.4.2. County will provide a second unpaid meal period of not less than thirty (30) minutes for CRNA Personnel if such CRNA Personnel works at least ten (10) hours during the day. If such CRNA Personnel works no more than twelve (12) hours during a day, the second meal period may be waived by mutual consent of both the County and the CRNA Personnel, but only if the first meal period was not waived.
- 5.4.3. Unpaid meal periods may be waived by mutual consent, provided that the appropriate Facility supervisor initials the CRNA Personnel's timesheet on the day the unpaid meal period was waived. If the supervisor's initials are not on the time sheet, County shall assume CRNA Personnel was off duty for the unpaid meal period as described above, and make the necessary adjustments to the timesheet and related Contractor reimbursement.

6. STAFF DEVELOPMENT TRAINING/ORIENTATION

CRNA Personnel providing services under this Agreement shall have participated in staff development training programs and shall attend orientation as described herein and as required by County.

6.1. Annual Staff Development Training Programs

Documentation that CRNA Personnel attended the annual staff development training programs listed below shall be retained by Contractor and shall be made available to County upon request. CRNA Personnel not having completed any one of the below staff development training programs may attend such programs at a Facility, if such programs are offered by the Facility. In such event, the time CRNA Personnel spend attending such required staff development training programs shall not be billed to County by Contractor. Required Annual Staff Development Training Programs include but are not limited to the following:

- Blood borne pathogens precautions
- Infection control
- Industrial accidents
- Patient safety (fire, hazardous waste, electrical, disaster)
- Employee right-to-know
- Toxic substances

- Patient's rights
- Child/elder abuse
- HIPAA (shall be completed at DHS Facility)

6.2. Orientation

Upon County's request, CRNA Personnel providing services under this Agreement may be required to attend and participate in any in-house orientation(s) by any Facility and will entail a review of the respective Facility's policies and procedures. Orientation time at any given Facility (to a maximum of sixteen (16) hours) shall be at Contractor's expense and shall not be billed to County. Notwithstanding the foregoing, all CRNA Personnel providing services at DHS Facilities shall complete DHS's on-line Compliance Awareness training in accordance with DHS Compliance Program/ Code of Conduct policy 1000 prior to Contractor submitting the first billing for such services at any DHS Facility. Furthermore, all CRNA Personnel providing services at Facilities shall complete DHS HIPAA training in accordance with DHS Privacy and Security Awareness and Training policy 361.24 during Facility in-house orientation.

7. QUALITY MANAGEMENT COMPLIANCE

Contractor and its CRNA Personnel shall comply with all quality management programs required by County, TJC, Centers for Medicare & Medicaid Services (CMS), and any other applicable accrediting or regulatory agencies, as well as all policies and procedures of Facilities.

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Exhibit B
Schedule of Rates

1. SCHEDULED GENERAL ANESTHESIOLOGY SERVICES

- 1.1. County will compensate Contractor for scheduled general anesthesia services provided under this Agreement at the following hourly rates for time worked by CRNA Personnel rounded to the nearest fifteen (15) minutes. A fifteen (15) minute pay increment will be paid after eight (8) minutes of work are performed in a given fifteen (15) minute increment.

1.2.

Shift	Hourly Rate
Day Shift (beginning at 7 a.m.)	\$110
Evening Shift (beginning at 3:00 p.m.)	\$120
Night Shift (beginning at 11:00 p.m.)	\$130

- 1.3. There shall be no additional compensation for weekends or holidays.

2. ON-CALL ANESTHESIA SERVICES

- 2.1. "On-Call" means off-site availability by pager or telephone, according to a pre-determined schedule between Contractor and the Facility. If called in, the rates revert to the rates for Scheduled General Anesthesia Services identified in Section 1 of this Exhibit B. Contractor shall respond to such page or telephone call within five (5) minutes and ensure that requested CRNA Personnel arrive at the requesting Facility within thirty (30) minutes of the acknowledged request from the Chair of the Department of Anesthesiology or his/her designee(s).

- 2.2. On-Call services shall be compensated at \$40 per hour rounded to the nearest fifteen (15) minutes. A fifteen (15) minute pay increment will be paid after eight (8) minutes of work are performed in a given fifteen (15) minute increment.

- 2.3. There shall be no additional compensation for weekends or holidays.

3. IN-HOUSE CALL ANESTHESIA SERVICES

- 3.1. "In-House Call" means immediate availability to perform services where the CRNA Personnel is required to remain within the actual confines of the Facility, according to a pre-determined schedule between Contractor and the Facility.

- 3.2. In-House Call services shall be compensated at the appropriate shift hourly rate for Scheduled General Anesthesia Services in accordance with the rates and conditions identified in Paragraph 1 of this Exhibit B.

4. UNSCHEDULED CALL-BACK ANESTHESIA SERVICES

- 4.1. "Unscheduled Call-Back" means an unexpected request to return to a Facility because of unanticipated work requirements subsequent to the CRNA Personnel's completion of a prior job assignment/shift and departure from the Facility. The return to duty must occur within twenty-four (24) hours of the "unscheduled call-back" request but not less than two (2) hours before the scheduled starting time of the CRNA Personnel's next job assignment/shift at the Facility.
- 4.2. Unscheduled Call-Back services shall be compensated at the appropriate shift hourly rate for Scheduled General Anesthesia Services in accordance with the rates and conditions identified in Paragraph 1 of this Exhibit B.

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CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

COUNTY'S PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contracts and Grants Division
Address: 313 N. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: 213-240-7819
Facsimile: 213-250-2958
E-Mail Address: khanks@dhs.lacounty.gov

EXHIBIT E

SERVICE LOCATIONS

HOSPITALS

Harbor-UCLA Medical Center
1000 W. Carson Street
Torrance, CA 90509

Los Angeles County + USC Medical Center
1200 N. State Street, Inpatient Tower, C2K100
Los Angeles, CA 90033

Olive View-UCLA Medical Center
14445 Olive View Drive
Sylmar, CA 91342

Rancho Los Amigos National Rehabilitation
Center
7601 E. Imperial Highway
Downey, CA 90242

AMBULATORY CARE NETWORK

Edward R. Roybal Comprehensive Health
Center
245 S. Fetterly Avenue
Los Angeles, CA 90022

El Monte Comprehensive Health Center
10953 Ramona Boulevard
El Monte, CA 91731

H. Claude Hudson Comprehensive Health
Center
2929 S. Grand Avenue
Los Angeles, CA 90007

Hubert H. Humphrey Comprehensive Health
Center
5850 S. Main Street
Los Angeles, CA 90003

High Desert Multi-Service Ambulatory Care
Center
44900 N. 60th Street West
Lancaster, CA 93536

Los Angeles County High Desert Regional
Health Center
335 East Avenue "I"
Lancaster, CA 93536

Long Beach Comprehensive Health Center
1333 Chestnut Avenue
Long Beach, CA 90813

Martin Luther King Jr., Multi-Service
Ambulatory Care Center
12021 South Wilmington Avenue
Los Angeles, CA 90059

Mid-Valley Comprehensive Health Center
7515 Van Nuys Boulevard
Van Nuys, CA 91405

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: _____

AGREEMENT NO.: _____

CONTRACTOR'S ADMINISTRATOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S CRNA DIRECTOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S ADMINISTRATION

Notices to Contractor shall be sent to the following:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 1 of 3

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
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CONTRACTOR EMPLOYEE JURY SERVICE

Page 2 of 3

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 3 of 3

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723
www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening, if such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance Certification, E2" form. The Certification form must be completed by the prospective Contractor personnel and their health care provider, then by the Contractor attesting verification of completion of DHS forms.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "Health Clearance Certification, E2". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed certification form.

Contractor personnel may be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements will be given a letter indicating they have five (5) days to comply or face termination of assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

MANDATORY PERSONNEL MONITORING REPORT

Note: The following Mandatory Personnel Monitoring Report is a sample report that the Contractor will be required to provide. The report content and individual Facility requirements for CRNA Personnel may vary. Such content and Facility requirements will be communicated to Contractor by each respective Facility for which Contractor provides services.

MANDATORY PERSONNEL MONITORING REPORT

<i>Document</i>	<i>Doc. Loc.*</i>	<i>Personnel Record #1</i>	<i>Personnel Record #2</i>	<i>Personnel Record #3</i>
Name of Contract Employee:				
INITIAL VERIFICATION				
Photo ID Badge/ID No.				
Date of Annual Health Clearance:				
Conditions of Employment				
Date of Live Scan™ Background Check through County:				
Background Check by Contractor				
LAC / DHS REQUIRED TRAININGS FOR ALL NON-COUNTY WORKFORCE MEMBERS				
(NETWORK REQUIRED) DATE OF OCCURRENCE OR EXPIRATION				
Performance Evaluation (Annual)				
Facility Orientation (Initial)				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Facility Annual Re-Orientation				
Area Specific Orientation (Annual)				
Diversity / Cultural Competence				
Sexual Harassment Prevention				
HIPAA / Privacy (PHI)				
General Staff Safety				
Hazard Materials (MSDS); Including Employee Right to Know; Toxic Substances				
Disaster Management / Emergency Plan				
Security/Threat Mgmt.				
Risk Management / Incident Reporting				
Code of Conduct / Compliance				
Data / Information Security Awareness; Safeguards for Protected Health Information				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
(PHI)				
Threat Management "Zero Tolerance"				
Safe Surrendered Baby Law				
Other Required Trainings:				
CLINICAL STAFF – NON-COUNTY WORKFORCE MEMBERS EXPIRATION OR DUE DATES REQUIRED				
Current License Cert./Registration No.:				
Date of License Expiration:				
Date of Annual Primary Source Verification				
Secondary License				
Date of License Expiration:				
Date of Annual Primary Source Verification of Secondary License				
Initial Competency Assessment / Skills and Equipment Checklists Date:				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Annual Competency Assessment / Skills and Equipment Checklists Date:				
Continuing Ed. / QA / QM Performance Improvement				
DATE TRAININGS and/or CERTIFICATIONS EXPIRE:				
Diploma / CV / Specialty Training				
MAB / Pro-ACT				
Behavioral Restraint and/or Seclusion				
CPR / Basic Life Support				
ACLS				
"Sentinel Event" / "Near Miss" Reporting				
Age Specific Training				
Infection Control; Including Blood Borne Pathogens				
Hand Hygiene in Healthcare Settings				
Patient's Bill of Rights				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Patient Safety Training (Fire, Electrical, Disaster; Fire Card If Applicable)				
Biomedical Equip./Utilities				
Pain Management Training				
Child / Elder /Adult Abuse Reporting				
Customer Service ("Smile" Training)				
EMTALA Training				
FACILITY MANDATED STATUS VERIFICATIONS (Where Applicable)				
OIG Exclusion Clearance Date:				
GSA Federal Clearance Date:				
DO NOT SEND Verification Date:				
National Data Bank Verification Date:				
State Medical Board Verification Date:				

DEPARTMENT OF HEALTH SERVICES



AGREEMENT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

(CONTRACTOR)

FOR

**TEMPORARY THERAPEUTIC HEMAPHERESIS AND DIALYSIS
SERVICES**

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**AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES**

AND

FOR

THERAPEUTIC HEMAPHERESIS AND DIALYSIS SERVICES

This Agreement and Exhibits made and entered into this ____ day of _____, 20__ by and between the County of Los Angeles, hereinafter referred to as County and _____, hereinafter referred to as Contractor. _____ is located at _____.

RECITALS

WHEREAS, pursuant to the provisions of section 1441 of the California Health and Safety Code, County has established and operates, through its Department of Health Services, a network of County hospitals, comprehensive health centers and health centers (collectively hereafter "Facility" or "Facilities," as appropriate); and

WHEREAS, the therapeutic hemapheresis and dialysis services to be provided hereunder may not always be immediately available at Facilities to meet the needs of the sick or injured patients served there; and

WHEREAS, other County Departments may also have a need therapeutic hemapheresis and dialysis services and may request Contractor's services under this Agreement, as long as the service sites are initially included herein or added by County's' Director of Health Services during the term of this Agreement; and

WHEREAS, Contractor is qualified and licensed under the laws of the State of California to engage in the business of providing therapeutic hemapheresis and dialysis services, as applicable, to Facilities, and Contractor's nursing personnel are qualified to perform the services described herein; and

WHEREAS, Contractor warrants that it as an entity, or through its principals or officers (at the sole discretion of County) has at least five years of experience within the last five years providing services similar to the services required in this Agreement; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of this Agreement and consistent with the professional standard of care for these services; and

WHEREAS, Contractor is willing to provide the services described herein for and in consideration of the payments provided under this Agreement and under the terms and conditions hereafter set forth; and

WHEREAS, pursuant to the section 31000 of the California Government Code, and section 1451 of the Health and Safety Code, County is authorized to contract for these services.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, A.1, A.2, B.1, B.2, C, D, E, F, G, H, I, J, K, L, and M are attached to and form a part of this Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - General Statement of Work
- 1.2 EXHIBIT A.1- Therapeutic Hemapheresis Services Statement of Work
- 1.3 EXHIBIT A.2- Dialysis Services Statement of Work
- 1.4 EXHIBIT B.1- Therapeutic Hemapheresis Services Schedule of Rates
- 1.5 EXHIBIT B.2- Dialysis Services Schedule of Rates
- 1.6 EXHIBIT C - Contractor's EEO Certification
- 1.7 EXHIBIT D - County's Administration
- 1.8 EXHIBIT E - Service Locations

- 1.9 EXHIBIT F - Contractor's Administration
- 1.10 EXHIBIT G - Contractor Acknowledgement And Confidentiality Agreement
- 1.11 EXHIBIT H - Jury Service Ordinance
- 1.12 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

- 1.13 EXHIBIT J- Business Associate Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- 1.14 EXHIBIT K – Medical Health Screening
- 1.15 EXHIBIT L- Mandatory Personnel Monitoring Report
- 1.16 EXHIBIT M- Sample Therapeutic Hemapheresis Nursing Progress Note and Worksheet

This Agreement and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous agreements, written and oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Sub-paragraph 8.1 - Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1. **Agreement:** This contract executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the General Statement of Work, Exhibit A and Therapeutic Hemapheresis and Dialysis Statements of Work, Exhibits A.1 and A.2, as applicable.
- 2.2. **Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into this Agreement with the County to perform or execute the work covered by the General Statement of Work, Exhibit A and Therapeutic Hemapheresis and Dialysis Statements of Work, Exhibits A.1 and A.2, as applicable.

- 2.3. **Contractor's Administrator:** The individual designated by the Contractor to administer the Agreement operations after the Agreement award.
- 2.4. **Contractor's Medical Director:** The individual(s) designated by the Contractor to provide overall supervision and general direction to Contractor's Personnel and who provides professional consultation when required by Facility for Therapeutic Hemapheresis and/or Dialysis services, as applicable.
- 2.5. **County's Program Manager:** Person designated as chief contact person to manage the operations under this Agreement.
- 2.6. **County's Project Director:** Person designated by Director with authority for County on contractual or administrative matters relating to this Agreement that cannot be resolved by County's Program Manager.
- 2.7. **Day(s):** Calendar day(s) unless otherwise specified.
- 2.8. **DHS:** Department of Health Services.
- 2.9. **Dialysis:** Services defined and outlined in Exhibit A.2.
- 2.10. **Director:** Director of Health Services or his/her authorized designee.
- 2.11. **Facility:** Medical Centers, Health Centers, or Ambulatory Care Centers within Department of Health Services or other County Departments as listed in Exhibit E- Service Locations.
- 2.12. **Facility's Chief Nursing Officer:** May also be known as Nursing Director or Nurse Manager, the Facility Chief Nursing Officer manages the administrative and clinical nursing services at her/his respective Facility including those services provided by or on behalf of the Contractor.
- 2.13. **Facility's Non-County Workforce Member Nurse Liaison:** Person(s) at each respective Facility with responsibility to oversee the provision of any and all services provided by or on behalf of the Contractor.
- 2.14. **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.15. **Non-County Workforce Member (NCWFM):** Refers to Personnel in the process of obtaining assignment to work, currently working, or having worked in a Facility.

- 2.16. **Personnel:** Wherever referred to in Agreement shall mean Contractor's personnel unless otherwise specified. May also be referred to as Contractor's staff or Contractor's employee.
- 2.17. **Therapeutic Hemapheresis:** Services defined and outlined in Exhibit A.1.

3.0 WORK

- 3.1 Pursuant to the provisions of this Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF AGREEMENT

- 4.1 The term of this Agreement shall commence on the latter of May 1, 2014 or upon execution by the parties as is reflected on the top of Page 1 of Agreement. This Agreement shall continue in full force and effect to and including April 30, 2019, unless sooner terminated or extended, in whole or in part, as provided in this Agreement.
- 4.2 The County shall have the sole option to extend this Agreement term for up to five (5) additional one-year periods. Each such option and extension shall be exercised at the sole discretion of the Director or his/her designee as authorized by the Board of Supervisors.
- 4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.
- 4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit D - County's Administration.

5.0 BILLING AND PAYMENT

5.1 All billings by Contractor for services provided pursuant to this Agreement shall be in accordance with the terms, conditions, and rates set forth in Exhibit B.1- Therapeutic Hemapheresis Services Schedule of Rates and Exhibit B.2- Dialysis Services Schedule of Rates, as applicable, attached hereto and incorporated herein by reference.

5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

5.3 Intentionally Omitted.

5.4 No Payment for Services Provided Following Expiration/ Termination of Agreement

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Agreement. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Agreement.

5.5 Invoices and Payments

5.5.1 The Contractor shall invoice the County monthly in arrears, or such lesser invoicing period as agreed upon with ordering Facility, in accordance with the terms and conditions in Exhibit A – General Statement of Work, Exhibits A.1 and A.2, as applicable, and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Agreement. The Contractor's payments shall

be as provided in Exhibit B.1- Therapeutic Hemapheresis Services Schedule of Rates and Exhibit B.2- Dialysis Services Schedule of Rates, as applicable, and the Contractor shall be paid only for the work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B.1- Therapeutic Hemapheresis Services Schedule of Rates and Exhibit B.2- Dialysis Services Schedule of Rates, as applicable.

5.5.3 A separate invoice shall be submitted for each patient. All invoices shall include but not be limited to the following information:

- Date of Service.
- Arrival time of Contractor's Personnel.
- Procedure completion or termination time.
- Name of County patient.
- Patient's County medical record number.
- Service provided.
- All charges and credits shall be itemized and shall match the services and corresponding compensation rates in Exhibit B.1- Therapeutic Hemapheresis Services Schedule of Rates and Exhibit B.2- Dialysis Services Schedule of Rates, as applicable.
- Signature of the County attending physician, or physician designee, acknowledging that services were provided.
- Reason for non-completion if the procedure was terminated prior to completion.

5.5.4 The Contractor shall submit invoices in electronic form, unless otherwise instructed to submit in a hardcopy format, to the appropriate Facility to the attention of the Expenditure Management Division promptly at the end of each month, or

such lesser invoicing period as agreed upon with ordering Facility. Upon receipt of a complete and correct invoice, County shall pay Contractor in accordance with its normal accounts payable procedures. Incorrect and/or discrepant invoices, as determined by the Facility, shall be returned to Contractor for correction before payment is made.

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's authorized manager or designee prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

6.0 ADMINISTRATION OF AGREEMENT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Agreement on behalf of the County. Director retains professional and administrative responsibility for the services rendered under this Agreement. A listing of County's Project Director and County's Program Manager is designated in Exhibit D- County's Administration. The County shall notify the Contractor in writing of any change in the name or addresses shown.

6.1 County's Project Director

Where authorized by the Board of Supervisors, the County Project Director or designee has the authority to negotiate, recommend all changes to this Agreement, and resolve disputes between DHS and Contractor.

6.2 County's Program Manager

The County Program Manager or designee is County's chief contact person with respect to managing the operations under this Agreement and will provide direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.3 Facility's Chief Nursing Officer

The Facility Chief Nursing Officer or designee manages the administrative and clinical nursing services at her/his respective

Facility including those services provided by or on behalf of the Contractor.

6.4 Facility's NCWFM Nurse Liaison

The Facility NCWFM Nurse Liaison(s) or designee(s) oversees the provision, at her/his respective Facility, of any and all services provided by or on behalf of the Contractor.

The contact information for each respective NCWFM Nurse Liaison will be provided to Contractor when the Facility requests services.

The County Program Manager, Facility Chief Nursing Officer, and Facility NCWFM Nurse Liaison are not authorized to make any changes in any of the terms and conditions of this Agreement and are not authorized to further obligate County in any respect whatsoever.

7.0 ADMINISTRATION OF AGREEMENT - CONTRACTOR

7.1 Contractor's Administrator

7.1.1 The Contractor's Administrator is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Administrator.

7.1.2 The Contractor's Administrator shall be responsible for the Contractor's day-to-day activities as related to this Agreement and shall coordinate with Facility NCWFM Nurse Liaison from ordering Facility.

7.2 Contractor's Medical Director

7.2.1 The Contractor's Medical Director is designated in Exhibit F – Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Medical Director and submit required documents to County as described in Exhibit A- General Statement of Work, Paragraph 3, Contractor Responsibilities.

7.2.2 The Contractor's Medical Director shall be available to provide professional consultation when required by Facility as described in Exhibit A- General Statement of Work, Paragraph 3, Contractor Responsibilities.

7.3 Contractor's Authorized Official(s)

- 7.3.1 Contractor's Authorized Official(s) are designated in Exhibit F. Contractor shall promptly notify County in writing of any change in the name(s) or address(es) of Contractor's Authorized Official(s).
- 7.3.2 Contractor represents and warrants that all requirements of Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Agreement on behalf of Contractor.

7.4 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, Contractor's Medical Director or temporary Personnel assigned to a Facility.

7.5 Contractor's Staff Identification

- 7.5.1 All of Contractor's Personnel assigned to County Facilities are required to have a County Identification (ID) and Contractor ID badge on their person and visible at all times. Contractor bears all expense of the badging. Contractor ID badge shall include a photo of the individual Personnel as well as Contractor's name and name of the individual easily visible.
- 7.5.2 Contractor is responsible to ensure that Personnel have obtained a County and Contractor ID badge before they are assigned to work in a County Facility. Contractor Personnel may be asked to leave a County Facility by a County representative if they do not have the proper County and Contractor ID badge on their person.
- 7.5.3 Contractor shall notify the County within one business day when staff is released from working under this Agreement. Contractor shall retrieve and return a County ID badge to the County on the next business day after the Personnel has terminated employment with the Contractor.
- 7.5.4 If County requests the removal of Contractor's Personnel, Contractor shall retrieve and return a County ID badge to the County on the next business day after the Personnel has been removed from working on the County's Agreement.

7.6 Background and Security Investigations

- 7.6.1 Contractor shall perform a background investigation on its staff prior to submitting such staff as a candidate for a work assignment. The background investigation, which shall be performed at no cost to the County, shall include at a minimum:
- Local felony and misdemeanor record check.
 - Social Security Number (SSN) Trace with documentation of current search with any alias names attached to the SSN and a historical list of residences with dates.
 - National Sex Offender Registry search.
- 7.6.2 Notwithstanding Sub-paragraph 7.6.1 above, all Contractor staff performing work under this Agreement shall undergo and pass, to the satisfaction of County, an additional background investigation as a condition of beginning and continuing to work under this Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with obtaining the background information shall be at the expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation. County shall perform the background check and bill Contractor for the cost or deduct such amount from funds owed by County to Contractor.
- 7.6.3 County may request that the Contractor's staff be immediately removed from working on the County Agreement at any time during the term of this Agreement. County will not provide to the Contractor nor to the Contractor's staff any information obtained through the County conducted background clearance.
- 7.6.4 County may immediately, at the sole discretion of the County, deny or terminate Facility access to the Contractor's staff that do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County Facility access.

- 7.6.5 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph 7.6, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

7.7 Confidentiality

- 7.7.1 Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, County records and patient records, in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.7.2 Contractor shall indemnify, defend, and hold harmless County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-paragraph 7.7, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-paragraph 7.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

7.7.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Agreement.

7.7.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

7.8 Medical Health Screening

Contractor shall ensure that all of its staff providing services and/or entering a DHS Facility, under this Agreement at the time of participation hereunder, have undergone and successfully passed a current physical health examination, consistent with current DHS policy and Exhibit K- Medical Health Screening. The cost of the Medical Health Screening shall be at the expense of the Contractor.

7.9 Staff Performance under the Influence

Contractor shall not knowingly permit any employee to perform services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair his or her physical or mental performance. Contractor shall be responsible for ensuring safe passage to its employee from Facility upon telephonic or electronic notice from County that such employee is not in compliance with this Sub-paragraph. For purposes of this Sub-paragraph 7.9, "safe passage" shall mean Contractor ensuring and being responsible that its employee does not drive him or herself home when County notifies Contractor that such employee is not in compliance with this Sub-Paragraph. If Contractor does not respond to County within one hour of County's notice, the County may arrange for Contractor's employee to be transported by taxi and Contractor shall be responsible to reimburse County for the cost of the taxi.

7.10 Mandatory Personnel Monitoring Report

Contractor shall maintain documentation demonstrating its staff is in full compliance with all DHS and Facility orientation and annual re-orientation trainings, health screenings, background checks, performance evaluations, policies and procedures. Contractor shall provide the Facility NCWFM Nurse Liaison or other designated County staff for the Facility(ies) that Contractor is providing services with a semi-annual report in the same or substantially similar format as Exhibit L- Mandatory Personnel Monitoring Report, to

demonstrate compliance by each Contractor Personnel. The Director, County's Program Manager, Facility NCWFM Nurse Liaison, or other authorized County staff may monitor and/or audit and re-audit Contractor's compliance with Personnel monitoring at any time during the term of this Agreement.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

- 8.1.1 For any change which affects the scope of work, service locations, term, payments, or any term or condition included under this Agreement, an Amendment shall be prepared by the County and then executed by the Contractor and by the Board of Supervisors or its authorized designee.
- 8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer or designee. To implement such changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.3 The Director or his/her designee may at his/her sole discretion, authorize extensions of time as defined in paragraph 4.0 - Term of Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Agreement during the period of such extensions. To implement an extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.
- 8.1.4 The Director or his/her designee may require, at his/her sole discretion, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in federal or state law or regulation, during the term of this Agreement. The County reserves the unilateral right to add and/or change such provisions as required by law, regulation, without the need for Contractor's written consent, to preserve this Agreement's conformity and compliance to federal and state law or regulation. To implement such

changes, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Agreement.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the Contractor under this Agreement shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Agreement.

8.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (2 C.F.R. PART 376)

Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Agreement, Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees, or independent contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees, or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Contractor shall immediately notify County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible, or excluded from securing federally funded contracts.

Failure of Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

8.6 Intentionally Omitted

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

8.7.1 In the performance of this Agreement, Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.

8.7.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-paragraph 8.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other

equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that Contractor's agents, employees, or subcontractors are at a Facility, Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to Contractor pertaining to the Facility prior to the execution of this Agreement and, during the term of this Agreement, shall furnish Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. In addition to County's other rights to have Contractor's Personnel withdrawn from providing services under this Agreement, Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of notice from the Facility that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises, indicate that such employee or subcontractor's actions while on County premises, indicate that such employee or subcontractor may adversely affect the delivery of health care services to County patients.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this

Agreement or under any project, program, or activity supported by this Agreement.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.
- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular

business hours to verify compliance with the provisions of this Sub-paragraph 8.8 when so requested by the County.

8.8.7 If the County finds that any provisions of this Sub-paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Agreement.

8.8.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Agreement, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.

8.8.9 **Anti-discrimination in Services:**

Contractor shall not discriminate in the provision of services hereunder because of race, color, religious creed, national origin, ethnic group identification, ancestry, age, sex, sexual orientation, medical condition, marital status, political affiliation, or physical or mental disability in accordance with requirements of Federal and State laws. For the purpose of this Sub-paragraph, discrimination in the provision of services may include, but is not limited to, the following: Denying any person any service or benefit or the availability of a facility; providing any service or benefit to a person which is not equivalent or is provided in a non-equivalent manner or at a non-equivalent time, from that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota,

eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit. Contractor shall take affirmative action to ensure that intended beneficiaries of this Agreement are provided services without regard to race, color, religious creed, national origin, ethnic group identification, ancestry, sex, sexual orientation, age, medical condition, marital status, political affiliation, physical or mental disability.

8.8.10 The Contractor shall certify to, and comply with, the provisions of Exhibit C - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Agreement.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any

12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.

3. If the Contractor is not required to comply with the Jury Service Program when this Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this Sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

8.10.1 No County employee whose position with the County enables such employee to influence the award or administration of this Agreement or any competing contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Agreement.

8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Agreement.

8.12 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's

Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

- 8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to

perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its

discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The

Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 CONTRACTOR'S EXCLUSION FROM PARTICIPATING IN A FEDERALLY FUNDED PROGRAM

- 8.15.1 Contractor hereby warrants that neither it nor any of its subcontractors' owners, officers, partners, directors, other principals, employees, or independent contractors is restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes but is not limited to Medicare, Medi-Cal and Healthy Families) and that Contractor will notify Director within ten (10) calendar days in writing of: (1) any event that would require Contractor or any of the aforementioned parties' mandatory exclusion from participation in a Federally funded health care program; and (2) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.
- 8.15.2 Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer arising from any exclusion or suspension of Contractor or its subcontractors' owners, officers, partners, directors, other principals, employees, or independent contractors from such participation in a Federally funded health care program.
- 8.15.3 Failure by Contractor to meet the requirements of this Subparagraph shall constitute a material breach of contract upon which County may immediately terminate or suspend this Agreement.

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.17.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

- 8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 8.19.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.
- 8.19.3 County reserves the unilateral right to make any repairs which Director determines, in his/her sole discretion, to be a public safety issue requiring immediate repair. County will bill Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by County to Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain,

from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Agreement.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Agreement, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 FEDERAL ACCESS TO RECORDS

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, Contractor

agrees that for a period of five (5) years following the furnishing of services under this Agreement, Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorize representatives, the Agreements, books, documents and records of Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

8.24 CONTRACTOR PERFORMANCE DURING CIVIL UNREST OR DISASTER

The Contractor recognizes that health care Facilities maintained by County provide care essential to the residents of the communities they serve, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster, or similar event. Notwithstanding any other provision of this Agreement, full performance by Contractor during any riot, insurrection, civil unrest, natural disaster or similar event is not excused if such performance remains physically possible. Failure to comply with this requirement shall be considered a material breach by Contractor for which County may immediately terminate this Agreement.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

The County is subject to the Administrative Simplification requirements and prohibitions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), and regulations promulgated thereunder, including the Privacy, Security, Breach Notification, and Enforcement Rules at 45 Code of

Federal Regulations (C.F.R.) Parts 160 and 164 (collectively, the "HIPAA Rules"). Under this Agreement, the Contractor provides services to the County and the Contractor creates, has access to, receives, maintains, or transmits Protected Health Information as defined in Exhibit J in order to provide those services. The County and the Contractor therefore agree to the terms of Exhibit J, Business Associate Under Health Insurance Portability and Accountability Act of 1996 (HIPAA).

8.27 INDEPENDENT CONTRACTOR STATUS

- 8.27.1 This Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.27.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Agreement.
- 8.27.4 The Contractor shall adhere to the provisions stated in Subparagraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers,

employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-paragraphs 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor

identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided

additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

8.29.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.29.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's

payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$2 million

Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million

Each Occurrence: \$1 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Unique Insurance Coverage

- **Sexual Misconduct Liability**

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

- **Professional Liability/Errors and Omissions**

Insurance covering Contractor's liability arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$3 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

8.31 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES

Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations, and certificates required by law which are applicable to their performance of services hereunder. All such licenses, permits, registrations, accreditations, and certifications relating to services hereunder shall be made available to County upon request.

8.32 Intentionally Omitted

8.33 Intentionally Omitted

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Agreement shall

not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the County's Program Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Agreement. If the County's Program Manager and/or County's Project Director is not able to resolve the dispute, the Director or his/her designee shall resolve it.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be delivered: (i) by hand with signed receipt; (ii) by first-class registered or certified

United States mail, postage prepaid; or (iii) by facsimile or electronic mail transmission followed within twenty-four (24) hours by a confirmation copy mailed by first class registered or certified United States mail, postage prepaid. Furthermore, all notices shall be addressed to the parties as identified in Exhibits D - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.43 - Record Retention and Inspection/Audit Settlement of this Agreement; as well as any documents that may have been submitted in response to a solicitation process for this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

8.42.1 The Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director or his/her designee. The County shall not unreasonably withhold written consent.

8.42.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

8.43.1 The Contractor shall maintain, and provide upon request by County, accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Agreement.

8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor

and shall be made available to the County during the term of this Agreement and for a period of ten (10) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, including audits conducted by the Medicare and Medi-Cal programs, or both, then the Contractor shall file a copy of each such audit report, including Statement of Auditing Standards No. 70 Type 2 Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.43 shall constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement.
- 8.43.5 If, at any time during the term of this Agreement or within ten (10) years after the expiration or termination of this Agreement, representatives of the County conduct an audit of the Contractor regarding the work performed under this Agreement, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the

difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Agreement exceed the funds appropriated by the County for the purpose of this Agreement.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

8.45 RESTRICTIONS ON LOBBYING

If any Federal funds are to be used to pay for Contractor's services under this Agreement, Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

8.46 SUBCONTRACTING

8.46.1 The requirements of this Agreement may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Agreement.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every

subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

- 8.46.4 The Contractor shall remain fully responsible for all performances required of it under this Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or his/her designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contracts and Grants

before any subcontractor employee may perform any work hereunder.

8.47 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Agreement pursuant to Sub-paragraph 8.50 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

8.49 TERMINATION FOR CONVENIENCE

8.49.1 This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.49.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Agreement on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.49.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Agreement shall be maintained by the Contractor in accordance with Sub-paragraph 8.43, Record Retention and Inspection/Audit Settlement.

8.50 TERMINATION FOR DEFAULT

8.50.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Agreement, if, in the judgment of the Director or his/her designee.

- Contractor has materially breached this Agreement; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Agreement; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement, or of any obligations of this Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.50.2 In the event that the County terminates this Agreement in whole or in part as provided in Sub-paragraph 8.50.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Sub-paragraph.

8.50.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of

the type identified in Sub-paragraph 8.50.2 if its failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or Contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.50.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.50, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.50, or that the default was excusable under the provisions of Sub-paragraph 8.50.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.49 - Termination for Convenience.

8.50.5 The rights and remedies of the County provided in this Sub-paragraph 8.50 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.51 TERMINATION FOR IMPROPER CONSIDERATION

8.51.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee,

or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.51.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org.

8.51.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.52 TERMINATION FOR INSOLVENCY

8.52.1 The County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.52.2 The rights and remedies of the County provided in this Subparagraph 8.52 shall not be exclusive and are in addition to

any other rights and remedies provided by law or under this Agreement.

8.53 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

8.54 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.55 UNLAWFUL SOLICITATION

Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. Contractor agrees that if a patient requests assistance in obtaining the services of any attorney, it will refer the patient to the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.56 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

8.57 WAIVER

No waiver by the County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph 8.57 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8.58 WARRANTY AGAINST CONTINGENT FEES

8.58.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.58.2 For breach of this warranty, the County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.59 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary of this Agreement.

9.2 REPORTING OF CHILD/ELDER AND DEPENDENT ADULT ABUSE

9.2.1 Contractor staff working on this Agreement shall comply with California Penal Code (hereinafter "PC") Section 11164 et seq., shall report all known and suspected instances of child abuse to an appropriate child protective agency, as mandated by these code sections, and shall submit all required information, in accordance with the PC Sections 11166 and 11167.

9.2.2 Contractor staff working on this Agreement shall comply with California Welfare and Institutions Code (WIC), Section 15600 et seq. and shall report all known or suspected instances of physical abuse of elders and dependent adults either to an appropriate County adult protective services agency or to a local law enforcement agency, as mandated by these code sections. The Contractor staff working on this Agreement shall make the report on such abuse, and shall submit all required information, in accordance with the WIC Sections 15630, 15633 and 15633.5.

9.2.3 Contractor staff's failure to report as required is considered a breach of this Agreement subject to immediate termination and is also a misdemeanor, punishable by up to one year in jail, a fine of up to \$5,000 or both.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be executed by its Director of Health Services, and Contractor has caused this Agreement to be executed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
Mitchell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title

APPROVED AS TO FORM
John Krattli
County Counsel

By _____
Assistant County Counsel

Exhibit A
General Statement of Work

1. SERVICES TO BE PROVIDED

- 1.1. Contractor shall provide Therapeutic Hemapheresis and/or Dialysis services as described in this Exhibit and in Exhibit A.1- Therapeutic Hemapheresis Services Statement of Work and Exhibit A.2- Dialysis Services Statement of Work, as applicable.
- 1.2. Services shall be available on an on-call basis, twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five/six (365/6) days' per year. County does not guarantee a minimum use of Contractor's provided services.
- 1.3. Contractor shall provide the following consultation services at no cost to County:
 - 1.3.1. Telephone consultation regarding nursing care of any patient treated by Personnel.
 - 1.3.2. Telephone and personal consultation with qualified Facility staff for specific patient problems.
- 1.4. County reserves the right to suspend services and/or ordering of services under this Agreement at any time with or without cause.
- 1.5. Contractor may provide services to the Facilities listed in Exhibit E- Service Locations. Additional DHS and Non-DHS County Department service locations may be added in accordance with Agreement Sub-paragraph 8.1, Amendments.
- 1.6. Contractor shall be compensated for services provided in accordance with the rates and conditions in Exhibit B.1- Therapeutic Hemapheresis Services Schedule of Rates and Exhibit B.2- Dialysis Services Schedule of Rates, as applicable.

2. PROFESSIONAL QUALIFICATIONS OF PERSONNEL

- 2.1. Contractor shall ensure that all Personnel providing services under this Agreement are qualified to perform the various functions and duties under this Agreement, as outlined herein and as defined by applicable statutes and regulations related to their scope of health care practice.
- 2.2. Contractor shall ensure that all Personnel providing services under this Agreement are duly licensed, registered and certified without restrictions in the State of California, as appropriate, and as required by Federal, State, County,

local law, The Joint Commission (TJC) and any other applicable regulatory agencies. In addition, Personnel shall carry such unrestricted, current, active, and valid original license, registration, and certificate, as appropriate, at all times while providing services herein. In the event that the ordering Facility inadvertently utilizes the services of Personnel who lack the appropriate licenses, registrations, and certifications, as appropriate, County shall not pay for any time worked by such Personnel. County shall withhold payment for such time worked or recoup any payments already remitted. Furthermore, Contractor shall be solely responsible for any claims for damages that may arise from unqualified Personnel's provision of services herein.

- 2.3.** Personnel providing services under this Agreement shall have a minimum of one (1) years' experience within the last three (3) years in an ambulatory care, acute care facility, or other healthcare settings, as applicable as determined by County. Notwithstanding the foregoing, Personnel shall meet the minimum experience requirements as set forth by the ordering Facility, which may be in excess of the requirement set forth in this Sub-paragraph.
- 2.4.** Personnel providing services under this Agreement shall have current, valid cardio-pulmonary resuscitation (CPR) certification(s), as appropriate and specific to the unit of assignment (e.g. BLS, ACLS, PALS, NRP, etc.) issued by the American Heart Association or other County approved program and shall carry their current, original (not copy) CPR card(s) at all times.
- 2.5.** Personnel providing services under this Agreement shall meet ordering Facility's minimum specifications and requirements for the assignment as documented on the recruitment checklist at the time of ordering.
- 2.6.** Notwithstanding the foregoing, Personnel providing services under this Agreement shall meet the professional qualifications for the specific service being provided as outlined in Exhibits A.1 and A.2.

3. CONTRACTOR'S RESPONSIBILITIES

3.1. Medical Director

3.1.1. Contractor shall staff a Medical Director for both Therapeutic Hemapheresis and Dialysis services, as applicable, to provide overall supervision of and direction to Personnel providing services under this Agreement. Contractor may meet this requirement with a single Medical Director if such Medical Director meets the respective requirements for both services as outlined below. Contractor's Medical Director(s) shall have unrestricted, current, valid, and active licensure in the State of California as a physician and shall be:

3.1.1.1. Board certified in Internal Medicine or Pathology if overseeing Therapeutic Hemapheresis services.

3.1.1.2. Board certified in Internal Medicine with subspecialty certification in nephrology if overseeing Dialysis services.

Contractor shall provide a copy of such licensure and certifications to County Program Manager prior to the start of Contractor's Medical Director(s) serving in this capacity.

3.1.2. Contractor's Medical Director(s) shall be available at Contractor's local office during normal business hours (8:00 a.m. to 5:00 p.m.), five (5) days a week, Monday through Friday and on-call twenty-four hours per day, seven (7) days per week for professional consultation when required by ordering Facility.

3.1.3. When necessary, Facility's Medical Director or designee, may consult with the Contractor's Medical Director(s), or physician designee, to modify any established protocols.

3.2. Contractor shall maintain a local office in Southern California, defined as within the boundaries of the following counties: Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura. Such local office shall be for the use of Contractor's Medical Director to manage Contractor's Therapeutic Hemapheresis and Dialysis program, as applicable, and to keep documentation that shall include, but not be limited to: personnel records, appropriate licenses for Contractor and Personnel, CPR certification, policies and procedures, and other certificates required by federal, State, County, and local laws, for each individual providing services under this Agreement.

3.3. Recruitment and Assignment

3.3.1. Contractor shall only refer and assign Personnel who are qualified as defined in Exhibit A, Paragraph 2, Exhibits A.1 and/or A.2 as applicable, and have appropriate education, training, background, experience and demonstrated ability to perform the services required under this Agreement.

3.3.2. Facilities will not accept the services of Personnel with non-immigrant visa status. Contractor shall not refer and assign such Personnel.

3.3.3. Assigned Personnel referred through this Agreement must be proficient in the English language, be able to speak fluently, understand oral and written communications, and write effectively.

3.3.4. Contractor shall not utilize any current or former County personnel (whether full-time or part-time) for the provision of services herein, unless such former County personnel has terminated her/his County employment at least three (3) months prior to working for Contractor,

or unless County has terminated the employment (i.e. laid off) of such former County personnel due to County budget reductions.

- 3.3.5. Contractor shall verify that all Personnel meet the requirements outlined in subparagraph 2.2. and shall provide ordering Facility with a copy of all current licenses, registrations, and certifications, as appropriate, at the time such personnel is first assigned to such Facility. Documentation that Contractor has verified the current status of all such licenses, registrations, and certifications, as appropriate, shall be retained by Contractor for purposes of inspection and audit and made available to County upon request.
- 3.3.6. Contractor shall perform a background check on all Personnel prior to referral as required in Agreement, Paragraph 7.6, Background and Security Investigations. In addition, subsequent to each referral of Personnel, Contractor shall perform a search of federal exclusion lists including at a minimum the Office of Inspector General's (OIG) and the General Services Administration's (GSA) exclusion lists. Documentation of background check(s) shall be provided to ordering Facility upon referral and shall be maintained in the respective Personnel's file at Contractor's local office.
- 3.3.7. Contractor shall ensure that all Personnel assigned to provide services at County Facilities are free of infectious disease(s), have been tested and vaccinated as required by TJC and Section 70723, Title 22, California Code of Regulations, in accordance with Agreement Subparagraph 7.7, Medical Health Screening, and are physically able to perform the duties described herein. Contractor shall provide written certification of the aforementioned requirements to the Facility prior to referral of Personnel and shall maintain this written certification at Contractor's local office.
- 3.3.8. Contractor shall provide Personnel providing services under this Agreement with written instructions on the policies and procedures to be followed while at assigned Facilities, including, but not limited to, industrial accidents.
- 3.3.9. Contractor shall arrange all travel to and from Los Angeles, California, and provide or arrange housing as may be required for any non-local Personnel to be used under this Agreement at no cost to County.
- 3.3.10. Contractor shall be solely responsible for the transportation of all Personnel, equipment, and supplies to and from Facility at no cost to County.
- 3.3.11. Contractor shall evaluate the performance and skills of Personnel providing services hereunder as needed, but not less than on an

annual basis in accordance with DHS's and Facility's Quality Assurance Plan.

- 3.3.12. The assignment of any Personnel to a Facility hereunder shall not extend beyond the expiration date of this Agreement.

3.4. Restriction to Hours Worked

Personnel working at any one Facility or combination of Facilities shall not work more than a maximum of sixteen (16) hours in a twenty-four (24) hour period and no more than sixty-four (64) hours in any seven (7) day period, inclusive of all County and private facilities.

3.5. Industrial Accidents

- 3.5.1. Contractor shall establish appropriate policies and procedures regarding initial and follow-up procedures for Personnel who experience an industrial accident (e.g., needle sticks) while providing services at a Facility. In any event, if any one of Contractor's Personnel experiences an industrial accident, while performing services under this Agreement, such person may seek medical care at the Facility such Personnel is assigned to, or appropriate Facility capable of treating such an accident at Contractor's expense.
- 3.5.2. Follow-up for Contractor personnel exposed to Human Immunodeficiency Virus (HIV) positive patients (e.g. needle sticks) must be in accordance with Federal Centers for Disease Control and Prevention (CDC) guidelines and is the responsibility of Contractor and the individual and not that of County.
- 3.5.3. Contractor shall give Personnel providing services hereunder written instructions on the above policies and procedures which shall be reviewed with each of Contractor's Personnel as needed, but not less than on an annual basis.
- 3.5.4. A copy of the above policies and procedures shall be retained by Contractor and made available to County upon request for purposes of inspection and audit.

3.6. Infection Control

- 3.6.1. Personnel shall strictly adhere to Infection Control and Employee Health Guidelines to prevent the transmission of infections and to assure prompt and appropriate treatment for employee exposure. If any Personnel is diagnosed with having an infectious disease, and Contractor is made aware of such a diagnosis and such person has had contact with a County patient during the usual incubation period

for such infectious disease, then Contractor shall report such an occurrence to Facility's Employee Health and Infection Control Department within twenty-four (24) hours of becoming aware of the diagnosis.

3.6.2. If a County patient is diagnosed with having an infectious disease, and such County patient has had contact with Personnel without the benefit of Personal Protective Equipment (PPE) during the usual incubation period for such infectious disease, Facility shall report such occurrences to Contractor. Confirmation that an exposure occurred is made by Employee Health and Infection Control.

3.6.3. For purposes of this Agreement, the infectious diseases reportable hereunder are those listed in the Public Health List of Reportable Diseases (California Code of Regulations, Title 17).

4. PERSONNEL RESPONSIBILITIES:

4.1. Prior to providing services, Personnel assigned to Facility shall read DHS's Orientation Handbook and the Non-County Workforce Comprehensive Policy statements as well as sign the Acknowledgment of Conditions of Assignment and a statement provided by Facility's Nursing Administration that she/he has read the DHS Risk Management Information Handbook regarding DHS' malpractice policies and medical protocols. County may, at its own discretion, provide Contractor an orientation package to include, but not limited to, the material referenced in this Sub-paragraph, which Contractor must provide to personnel prior to providing services to Facilities. Such signed acknowledgment and statement(s) shall be maintained by Contractor and made available to Facility upon request. For Personnel providing services to Non-DHS departments, Personnel shall follow the guidelines and policies of the respective department.

4.2. While at County Facility, Personnel shall report to Facility's Nursing Administration, unless otherwise instructed by ordering Facility, for specific job assignment and other related questions. Contractor and assigned Personnel will work closely and collaboratively with County staff, supervisors and managers in the direct and/or indirect delivery of safe, courteous and quality patient care and services.

4.3. Upon reporting for and leaving job assignment, Personnel shall sign in and out on County provided daily time records.

4.4. Meal Period

In consideration of Contractor's obligations under applicable State and Federal labor laws:

- 4.4.1. County will provide Personnel with an unpaid meal period of not less than thirty (30) minutes for a work period if such Personnel works at least five (5) hours during the day. If such Personnel works no more than six (6) hours during a day, the meal period may be waived by mutual consent of both the County and the Personnel. If such Personnel works more than six (6) hours during a day, the meal period may not be waived.
- 4.4.2. County will provide a second unpaid meal period of not less than thirty (30) minutes for Personnel if such Personnel works at least ten (10) hours during the day. If such Personnel works no more than twelve (12) hours during a day, the second meal period may be waived by mutual consent of both the County and the Personnel, but only if the first meal period was not waived.
- 4.4.3. Unpaid meal periods may be waived by mutual consent, provided that the appropriate Facility supervisor initials the Personnel's time record on the day the unpaid meal period was waived. If the supervisor's initials are not on the time record, County shall assume Personnel was off duty for the unpaid meal period as described above, and make the necessary adjustments to the time record and related Contractor reimbursement, if applicable.

5. STAFF DEVELOPMENT TRAINING/COMPETENCY TESTING/ ORIENTATION

Personnel providing services under the Agreement shall have participated in staff development training programs, competency testing, and shall attend orientation as described herein and as required by County. All time and costs that the Contractor incurs to have Personnel complete and pass County internal or external training, competency testing, and orientations are the fiscal responsibility of the Contractor.

5.1. Annual Staff Development Training Programs

Documentation that Personnel attended the annual staff development training programs listed below shall be retained by Contractor and shall be made available to County upon request. Personnel may be required to attend certain staff development training programs at Facilities even if Personnel completed such staff development training programs through a non-County entity. Notwithstanding the foregoing, Personnel not having completed any one of the below staff development training programs may attend such programs at a Facility, if such programs are offered by the Facility. Required Annual Staff Development Training Programs include but are not limited to the following:

- Blood borne pathogens precautions
- Infection control

- Patient safety (fire, electrical, disaster)
- Employee right-to-know
- Toxic substances
- Patient's rights
- Child/elder abuse
- Age specific care
- HIPAA (shall be completed at DHS Facility)

5.2. Competency Testing

Personnel shall abide by DHS Competency Assessment-Direct and Indirect Patient Care Position policy 780.200. Personnel shall be subject to Competency Testing standards as set forth by the County. County will make Study Guide material available electronically to Contractor. Contractor shall print out the necessary number of competency documents needed and distribute to all Personnel at Contractor's cost. Personnel are allowed to participate in practice sessions at any Facility according to the specific work area. Practice sessions must be arranged with County Nursing Supervisors or County Managers at the specific Facility. Contractor shall make arrangements with the respective Facility to enable Personnel to complete and pass the DHS competency testing prior to beginning services and annually thereafter. County will communicate Competency Testing outcomes resulting in work status changes to Contractor and Personnel. Personnel are not entitled to any due process rights through grievance or through the LA County Civil Service Commission.

5.3. Orientation

Upon County's request, Personnel providing services under this Agreement may be required to attend and participate in any in-house orientation(s) by any Facility. Notwithstanding the foregoing, all Personnel providing services at Facilities shall complete DHS's on-line Compliance Awareness training in accordance with DHS Compliance Program/ Code of Conduct policy 1000 prior to Contractor submitting the first billing for such services at any Facility. Furthermore, all Personnel providing services at Facilities shall complete DHS HIPAA training in accordance with DHS Privacy and Security Awareness and Training policy 361.24 during Facility in-house orientation.

6. QUALITY MANAGEMENT COMPLIANCE

Contractor and its Personnel shall comply with all quality management programs required by County, TJC, Centers for Medicare & Medicaid Services (CMS), and any other applicable accrediting or regulatory agencies, as well as all policies and procedures of Facilities.

7. NON-DHS DEPARTMENTS

Certain requirements of this Exhibit may be waived or substituted with alternate requirements by the director of the non-DHS department or his or her designee if aforementioned requirements are not applicable to the ordering non-DHS department.

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EXHIBIT A.1
Therapeutic Hemapheresis Services
Statement of Work

1. THERAPEUTIC HEMAPHERESIS PROCEDURES

- 1.1. For the purposes of this Agreement, Therapeutic Hemapheresis services, or Hemapheresis is defined as the removal of up to four (4) liters of plasma and/or selected blood components (i.e. plasmapheresis ["TPE"], leukapheresis, plateletpheresis, lymphoplasmapheresis, red blood cell exchange, prosorba column [immunoadsorption], autologous stem cells harvesting, peripheral blood stem cells harvesting, photopheresis, etc.) by automated technology and its replacement with specific fluids. Therapeutic phlebotomy is not included as part of the Hemapheresis services.
- 1.2. Contractor shall provide all Personnel, cell/plasma separator equipment and software, and all routine disposables normally required to perform Therapeutic Hemapheresis services as outlined herein in this Exhibit A.1.
- 1.3. All Therapeutic Hemapheresis services provided hereunder shall be in compliance with all terms and conditions of this Agreement including but not limited to Exhibit A- General Statement of Work and this Exhibit A.1.

2. THERAPEUTIC HEMAPHERESIS PROFESSIONAL QUALIFICATIONS OF PERSONNEL

Personnel who perform Therapeutic Hemapheresis services under this Agreement and who operate cell/plasma separator equipment and software shall be a registered nurse ("RN") and have completed an intensive three (3) month training program in Therapeutic Hemapheresis techniques with special emphasis on fluid dynamics and patient management. Notwithstanding the foregoing, Personnel shall meet the professional qualifications set forth in Exhibit A- General Statement of Work, Paragraph 2.

3. REQUEST FOR SERVICES

3.1. Orders

- 3.1.1. Ordering Facility shall call or otherwise request services (e.g. email notification) from Contractor. Ordering Facility will wait a maximum of thirty (30) minutes for Contractor's response to Facility's request for services. If Facility does not receive a response from Contractor within the aforementioned time-frame, Facility may elect to solicit services from another provider.

- 3.1.2. If Contractor receives a verbal request for services, County will provide to Personnel a written order from the ordering physician prior to Personnel providing services. The order will provide information as to the ordering physician and medical department, patient's diagnosis, procedure, number of procedures, and copy of patient consent (if possible).
- 3.1.3. If required by ordering Facility, Contractor shall provide a copy of the physician's written order to the Facility's Department of Pathology (Blood Bank) when the Blood Bank's services will be required (e.g. plasma available for replacement, cryo-poor plasma for Thrombocytopenic Purpura ["TTP"], etc.).
- 3.1.4. All procedures must be ordered by a County physician and approved by a transfusion service physician.

3.2. Response Time

For both life threatening emergencies and routine services, Contractor shall respond to requests for services with the necessary Personnel, equipment, and supplies within the time periods indicated below.

- 3.2.1. Services involving life threatening emergencies shall be provided by Contractor within two (2) hours upon Contractor receiving the request for services from ordering Facility. County will be billed an additional emergency fee in accordance with the supplemental fees set forth in Paragraph 3 of Exhibit B.1- Therapeutic Hemapheresis Services Schedule of Rates.
- 3.2.2. Facility will give Contractor at least eight (8) hours' notice for routine services. For any request for service with less than eight (8) hours' notice, County will be billed an additional emergency fee in accordance with the supplemental fees set forth in Paragraph 3 of Exhibit B.1- Therapeutic Hemapheresis Services Schedule of Rates.

3.3. Patient Consent

Facility shall provide Contractor with a copy of the informed consent form for each patient receiving Therapeutic Hemapheresis services hereunder, which Contractor shall review and deem proper before providing any services to such patient.

3.4. Cancellation/Non-Completion of Treatment

- 3.4.1. Facility may change or cancel any request for Therapeutic Hemapheresis services without incurring any financial liability upon

providing Contractor with at least two (2) hours prior notice. In the event Facility changes or cancels a request for Therapeutic Hemapheresis services with less than two (2) hours prior notice and before Personnel perform any services for the canceled procedure, then Contractor shall bill the respective Canceled Procedure Fee set forth in Paragraph 4 of Exhibit B.1- Therapeutic Hemaphereis Services Schedule of Rates.

- 3.4.2. If Therapeutic Hemapheresis procedure is terminated after treatment begins and less than 500mL of blood is processed, then Contractor shall bill the respective Non-Completion (Aborted Procedure) Fee set forth in Paragraph 5 of Exhibit B.1- Schedule of Rates. The Non-Completion fee shall also apply if the scheduled procedure is canceled after Personnel perform any services on a patient or in preparation for the canceled procedure. If 500mL (or more) of blood has been processed, the Aborted Procedure shall be billed at the respective full rate.

4. TREATMENT

- 4.1. Contractor shall provide Therapeutic Hemapheresis services at a 1:1 RN to patient ratio.
- 4.2. Personnel shall monitor and regulate the services in conformity with the ordering physician's orders and the patient's condition.
- 4.3. County will provide nurses who will provide backup nursing support during each treatment for each patient receiving services. County provided nurses will be responsible for the non-service related care of the patient during the treatment, which may include responsibility for administering medications, performing activities of daily living ("ADLs") and baseline assessments, and assisting Personnel in achieving hemodynamic stability in the event the patient becomes unstable during the treatment.
- 4.4. Facility will supply all replacement fluids and solutions used in Therapeutic Hemapheresis procedures hereunder (except for anticoagulants required by Contractor to operate Contractor's equipment), unless otherwise instructed by Facility. Facility will routinely provide albumin. However, during period of albumin shortage, the Contractor may provide it, if supply permits.

5. CONTRACTOR PROVIDED EQUIPMENT

- 5.1. Contractor shall have available cell/plasma separator equipment which enables Contractor to provide services to patients afflicted with various diseases and in different levels of medical acuity. Such equipment shall comply with the National Electric Code and be approved by the Underwriters Laboratory, L.A.

City Testing Laboratories, ETL Testing Laboratories, Inc., or Standard Canadian Testing.

- 5.2.** Contractor shall, at its sole cost, keep and maintain in good sanitary condition and repair such cell/plasma equipment, any related equipment, and every part thereof used to treat County patients herein.
- 5.3.** Preventative maintenance on cell/plasma separator equipment and software used under this Agreement shall be performed by Contractor a minimum of every six (6) months, or in accordance with manufacturers specifications, whichever is the most stringent, and will include but not be limited to replacement of worn equipment parts and calibration of blood pumps and centrifuges for blood cell separators, all of which shall comply with the requirements set by The Joint Commission, the American Society of Apheresis ("ASFA"), College of American Pathologists ("CAP") and AABB (formerly known as the American Association of Blood Banks).
- 5.4.** Records on the use and repair of cell/plasma separator equipment and any other related equipment, and every part thereof used to treat patients herein, shall be maintained by Contractor in a manner which meets California Biologics license requirements. Such records shall be available for review upon request by County.

5.5. Storage of Equipment

- 5.5.1.** Contractor may temporarily store cell/plasma separator and the supply cart that accompanies it at a location within such Facility being served, provided that storage space is available and upon approval by Facility Nursing Administration or designee.
- 5.5.2.** Contractor shall save and hold harmless County for any damage, destruction, or loss of cell/plasma separator equipment, software, and supply car equipment or parts, or both, as supplied by Contractor under the terms of this Agreement which are caused by acts of God or circumstances beyond the reasonable control of County or caused by negligence of County or its staff. County will give Contractor notice of any such damage, destruction, or loss, and Contractor shall replace, restore, or repair such equipment or parts to operational status.
- 5.5.3.** At the expiration or earlier termination of this Agreement, Contractor shall immediately remove the equipment from County premises without cost to County.

6. CONTRACTOR PROVIDED DISPOSABLE SUPPLIES

- 6.1.** Contractor shall supply all disposable supplies necessary for the operation of its equipment and to connect the patient to Contractor's equipment for Therapeutic Hemapheresis procedures (e.g. collection bags, harnesses, harness tubing kits, needles, syringes, connectors, initial filters, etc.), at no additional cost to County.
- 6.2.** Contractor shall ensure that all disposable supplies and accessories are used for one (1) patient's treatment only and are never reused. Lot numbers and expiration dates, where applicable, for all disposable supplies and accessories used for each procedure, shall be recorded and maintained by Contractor for review upon request by County.
- 6.3.** All disposable supplies and accessories used in the Therapeutic Hemapheresis procedures shall be considered potentially contaminated materials and shall be disposed of by Contractor in a manner that complies with Facility's regulations. In addition, plasma and cellular components removed by Therapeutic Hemapheresis shall be disposed of in accordance with the Facility's biohazard waste disposal policies and procedures. However, when requested and required by Facility, Contractor shall handle, deliver, and directly dispose of such plasma and cellular components in a manner that is in compliance with all federal State, and municipal laws.

7. PATIENT CHARTING

- 7.1.** Personnel shall document the services Personnel provided on Therapeutic Hemapheresis Nursing Progress Notes and/or Therapeutic Hemapheresis Worksheets, substantially similar to the samples provided in Exhibit M. Such forms shall have a space on the form to emboss the patient's name and medical record number. These forms will be left at the Facility to be placed into the patient's chart. Notes shall be organized and legible.
- 7.2.** Pertinent information shall be documented on the forms including but not limited to:
 - Patient's name and medical record number
 - Patient data (i.e. sex, height, weight, hematocrit (hct) and total blood/plasma volume)
 - Type(s) and volumes of anticoagulants used during the procedure
 - Type(s) and volumes of fluids used or replaced during the procedure

- Patient's vitals
- Medications given
- Type of access used
- Length of procedure
- Any transfusion reactions
- Any additional comments as needed
- Signature of Personnel performing the procedure

8. TRAINING OF COUNTY STAFF

Contractor, at no additional cost to the County and upon Facility request, shall provide the medical staff of the requesting Facility with training in the treatment protocol of Therapeutic Hemapheresis services, including but not limited to, complications and special needs of patients undergoing Therapeutic Hemapheresis and operation of Contractor's cell/plasma separator equipment and software. When training is provided, documentation of said training shall be provided to requesting Facility and such documentation be retained by Contractor for review upon request by County.

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EXHIBIT A.2
Dialysis Services
Statement of Work

1. DIALYSIS PROCEDURES

- 1.1. For the purposes of this Agreement, Dialysis services are defined as acute or continuation of chronic hemodialysis, continuous ambulatory peritoneal dialysis (CAPD), or continuous cycling peritoneal dialysis (CCPD).
- 1.2. Contractor shall provide all Personnel, Dialysis equipment and all disposables normally required for Dialysis services and as outlined herein in this Exhibit A.2.
- 1.3. All Dialysis services provided hereunder shall be in compliance with all terms and conditions of this Agreement including but not limited to Exhibit A-General Statement of Work and this Exhibit A.2.

2. DIALYSIS PERSONNEL QUALIFICATIONS

Dialysis services positions shall consist of properly trained and qualified registered nurses ("RN") as well as licensed vocational nurses ("LVN") and State-certified dialysis technicians practicing under the supervision of Contractor RN Personnel. All such Personnel shall be competent in the administration of dialysis and the management of patients undergoing the procedure. Notwithstanding the foregoing, Personnel shall meet the professional qualifications set forth in Exhibit A- General Statement of Work, Paragraph 2.

3. REQUEST FOR SERVICES

3.1. Orders

- 3.1.1. Ordering Facility shall call or otherwise request services (e.g. email notification) from Contractor. Ordering Facility will wait a maximum of thirty (30) minutes for Contractor's response to Facility's request for services. If Facility does not receive a response from Contractor within the aforementioned time-frame, Facility may elect to solicit services from another provider.
- 3.1.2. If Contractor receives a verbal request for services, County will provide to Personnel a written order from the ordering physician prior to Personnel providing services. The order will provide information as to the ordering physician and medical department, patient's diagnosis, procedure, number of procedures, and copy of patient consent (if possible).

3.2. Response Time

For both life threatening emergencies and routine services, Contractor shall respond to requests for services with the necessary Personnel, equipment, and supplies within the time periods indicated below.

3.2.1. Services involving life threatening emergencies shall be provided by Contractor within two (2) hours upon Contractor receiving the request for services from ordering Facility.

3.2.2. Routine services shall be provided by Contractor within eight (8) hours of receiving the request for services from ordering Facility or within the time period noted on the order.

3.3. Patient Consent

Facility will ensure that necessary, appropriate, and proper written informed consent specific for each patient receiving dialysis services hereunder. Contractor will be provided a copy of the informed consent form, which Contractor shall review and deem proper before providing any services to such patient.

3.4. Cancellation/Non-Completion of Treatment

3.4.1. Facility may change or cancel any request for dialysis services without incurring any financial liability upon providing Contractor with at least two (2) hours prior notice. In the event Facility changes or cancels a request for Dialysis services with less than two (2) hours prior notice and Personnel are not at ordering Facility providing other scheduled treatments or scheduled to provide treatment at ordering Facility within a twenty-four period, then Contractor shall bill the Canceled Treatment Fee set forth in Paragraph 4 of Exhibit B.2- Dialysis Services Schedule of Rates.

3.4.2. If the scheduled Dialysis treatment cannot be completed after treatment begins but before the full ordered treatment is provided, then Contractor shall bill the Non-completion (Dry Run) fee set forth in Paragraph 4 of Exhibit B.2 –Dialysis Services Schedule of Rates.

4. TREATMENT

4.1. Contractor shall provide on duty at least one (1) qualified RN to oversee the provision of services and such additional Personnel to maintain an appropriate patient/staff ratio. Personnel shall monitor and regulate the services in conformity with the ordering physician's orders and the patient's condition.

- 4.2. County will provide nurses who will provide backup nursing support during each treatment for each patient receiving services. County provided nurses will be responsible for the non-service related care of the patient during the treatment, which may include responsibility for administering medications, performing activities of daily living (“ADLs”) and baseline assessments, and assisting Personnel in achieving hemodynamic stability in the event the patient becomes unstable during the treatment.
- 4.3. The time necessary to set up equipment or to provide post-treatment equipment service shall be provided to County at no additional cost and shall not be billed to County.

5. CONTRACTOR PROVIDED EQUIPMENT

- 5.1. Contractor shall provide, maintain in good operating condition, and repair all dialysis and related equipment necessary for the provision of services herein.
- 5.2. Contractor may store its dialysis equipment and supplies at a Facility, providing storage space is available. For all Contractor provided dialysis equipment, Contractor shall maintain and store dialysis equipment and supplies in accordance with TJC standards and the Facility’s policies and procedures. Contractor shall provide a copy of Contractor’s policies and procedures for the maintenance and storage of its dialysis equipment and supplies to Nursing Administration at the Facility for review and approval prior to the provision of services at the Facility.
- 5.3. Contractor shall comply with submission of Facility specific maintenance and biologic reports to assess and determine quality control of dialysis machines and for quality assurance. Contractor shall also comply with reporting and coordination with Facility Infection Control Committee and mandates.
- 5.4. Contractor shall save and hold harmless County for any damage, destruction, or loss of dialysis equipment, software, and supply cart equipment or parts, or both, as supplied by Contractor under the terms of this Agreement which are caused by acts of God or circumstances beyond the reasonable control of County or caused by negligence of County or its personnel. County shall give Contractor notice of any such damage, destruction, or loss, and Contractor shall replace, restore, or repair such equipment or parts to operational status.

6. CONTRACTOR PROVIDED DISPOSABLE SUPPLIES

- 6.1. Contractor shall provide the following disposable supplies at no additional cost to County:

- Commercially available dialysate solutions ordered for services
 - Tubing Sets required for Contractor provided equipment or for the provision of services
 - Dialyzers
 - Filters required for Contractor provided equipment including Transducer Protectors and filters for portable RO equipment
 - Fistula Needles, dialysis end caps and catheter adaptors, if applicable
 - Water Quality Analysis Supplies
 - Dressing Kits (if cannot be provided by ordering Facility)
- 6.2.** Contractor shall ensure that all disposable supplies and accessories are used for one (1) patient's treatment only and are never reused. Lot numbers, and expiration dates, where applicable, for all disposable supplies and accessories used for each procedure, shall be recorded and maintained by Contractor for review upon request by County.
- 6.3.** All disposable supplies and accessories used in the dialysis procedures shall be considered potentially contaminated materials and shall be disposed of by Contractor in a manner that complies with Facility's biohazard waste disposal policies and procedures. However, when requested and required by Facility, Contractor shall handle, deliver, and directly dispose of such material in a manner that is in compliance with all federal, State, and municipal laws.

7. PATIENT CHARTING

Personnel shall document services provided in a timely manner as required by ordering Facility. The provision of written records of dialysis treatment shall be at no cost to County. These records will be left at the Facility to be placed into the patient's chart. Notes shall be organized and legible. The following pertinent information shall be documented including but not limited to:

- Patient's name and medical record number
- Patient's pertinent condition
- Tolerance of procedure and medications
- Medications given
- Any fluids and medications added to dialysate

EXHIBIT B.1
Therapeutic Hemapheresis Services
Schedule of Rates

1. County will compensate Contractor for Therapeutic Hemapheresis services provided under this Agreement at the rates outlined herein in this Exhibit B.1. For any service provided on a per half hour basis, County will compensate for time worked by Personnel rounded to the nearest fifteen (15) minutes. A fifteen (15) minute pay increment will be paid after eight (8) minutes of work are performed in a given fifteen (15) minute increment.

2. Base Rate Per Procedure

The following rates include all equipment, disposables, saline, anticoagulants, procedure time (up to five hours) on orders received with at least eight (8) hours' notice.

Procedure	Adult Rate (not to exceed \$1,750)	Pediatric Rate (up to age 18) (not to exceed \$1,750)
Therapeutic Plasma Exchange ("TPE")	\$	\$
Red Blood Cell Exchange	\$	\$
Therapeutic Cytapheresis <i>Including leukapheresis, plateletpheresis, lymphoplasmapheresis, etc.</i>	\$	\$
Prosorba Column (Immunoadsorption)	\$	\$
Autologous Stem Cells Harvesting <i>Collection only</i>	\$	\$
Peripheral Blood Stem Cells Harvesting <i>Collection only</i>	\$	\$
Photopheresis	\$	\$

3. Supplemental Fees

Service	Fee
Protein Replacement Fluids (per unit) <i>If cannot be provided by Facility</i>	\$
Adult Initial Patient Set-up	\$
Pediatric Initial Patient Set-up	\$
Weekend/Holiday Procedure	\$
Emergency Procedures <i>less than 8 hours' notice</i>	\$

Service	Fee
Adult Extended Procedure Time (over 5 hours) <i>Per half hour</i>	\$
Pediatric Extended Procedure Time (over 5 hours) <i>Per half hour</i>	\$
Additional Filter 20 micron	\$

4. Canceled Procedure Fees

The following Canceled Procedure Fees shall be applicable as described in Exhibit A.1, Sub-Paragraph 3.4.1. in addition to the applicable supplemental fees outlined in Paragraph 3 of this Exhibit B.1.

Procedure	Adult Fee	Pediatric Fee (up to age 18)
Therapeutic Plasma Exchange	\$	\$
Red Blood Cell Exchange	\$	\$
Therapeutic Cytapheresis <i>Including leukapheresis, plateletpheresis, lymphoplasmapheresis, etc.</i>	\$	\$
Prosorba Column (Immunoadsorption)	\$	\$
Autologous Stem Cells Harvesting	\$	\$
Peripheral Blood Stem Cells Harvesting	\$	\$
Photopheresis	\$	\$

5. Non-Completion (Aborted Procedure) Fees

The following Aborted Procedure Fees shall be applicable as described in Exhibit A.1, Sub-paragraph 3.4.2. in addition to the applicable supplemental fees outlined in Paragraph 3 of this Exhibit B.1.

Procedure (includes Supply and Labor Costs)	Adult Fee	Pediatric Fee (up to age 18)
Therapeutic Plasma Exchange	\$	\$
Red Blood Cell Exchange	\$	\$
Therapeutic Cytapheresis <i>Including leukapheresis, plateletpheresis, lymphoplasmapheresis, etc.</i>	\$	\$
Prosorba Column (Immunoadsorption)	\$	\$
Autologous Stem Cells Harvesting	\$	\$
Peripheral Blood Stem Cells Harvesting	\$	\$
Photopheresis	\$	\$

6. Weekend/Holiday Compensation

For services provided on weekend/holiday, the supplemental fee listed in Paragraph 3 of this Exhibit B.1 shall apply. For Therapeutic Hemapheresis services, weekends and holidays are defined as follows:

6.1. Weekend

From shift start on or after 7:00 p.m. on Friday evening and ending on or before 7:00 a.m. Monday morning.

6.2. Holiday

Holiday	Day Observed*
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

*From shift start on or after 7:00 a.m. on the morning of the holiday and ending on or before 7:00 a.m. the following day.

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EXHIBIT B.2
Dialysis Services
Schedule of Rates

1. County will compensate Contractor for Dialysis services provided under this Agreement at the rates set forth herein in this Exhibit B.2.

2. Per Treatment Rates

The following rates include all Personnel, equipment, disposables, the time to set up equipment, and the time to provide post-treatment equipment service as outlined in Exhibit A.2- Dialysis Statement of Work.

Treatment	Rate
Hemodialysis/ Chronic Unit <i>1:1 RN to Patient Ratio</i>	\$ (not to exceed \$309.00*)
Hemodialysis/ Acute Unit <i>1:1 RN to Patient Ratio</i>	\$ (not to exceed \$503.00*)
Tandem Hemodialysis/ Chronic Unit <i>2:2 RN and either LVN or certified dialysis technician to Patient Ratio</i>	\$ (not to exceed \$618.00*)
Tandem Hemodialysis/ Acute Unit <i>2:2 RN and either LVN or certified dialysis technician to Patient Ratio</i>	\$ (not to exceed \$1,006.00*)
Continuous Ambulatory Peritoneal Dialysis (CAPD) <i>1:1 RN to Patient Ratio</i> <i>Up to 6 exchanges per day</i>	\$ (not to exceed \$503.00)
Continuous Cycling Peritoneal Dialysis (CCPD) <i>1:1 RN to Patient Ratio</i> <i>Includes all required nursing visits during treatment</i>	\$ (not to exceed \$503.00)

*Rate for up to five and one-third (5 1/3) hours of treatment time, not to include equipment set-up time or post-treatment equipment service. Any additional treatment time shall be compensated at the "Hemodialysis Additional Treatment Time" hourly rate listed below in Paragraph 3 of this Exhibit B.2.

3. Miscellaneous Services Fees

County will compensate Contractor for the Dialysis services listed below at the following hourly rates for time worked by Personnel rounded to the nearest fifteen (15) minutes. A fifteen (15) minute pay increment will be paid after eight (8) minutes of work are performed in a given fifteen (15) minute increment.

Service	Rate
Hemodialysis Additional Treatment Time	\$
RN Services <i>Including declotting of Central Venous Catheters (TPA), dressing changes, blood cultures, blood draws, etc. and only applicable when ordered separately from the scheduled treatments listed in Paragraph 2 of this Exhibit B.2. If RN Services are provided for multiple patients by same individual RN Personnel during the same visit to ordering Facility, only one charge shall be billed to County.</i>	\$ (not to exceed \$55 per hour) (minimum 3 hours)

4. Canceled/Non-completed Treatment Fees

The following Canceled and Non-Completed Treatment fees shall be applicable as described in Exhibit A.2, Sub-paragraph 3.4.

Treatment	Fee
Canceled Treatment	\$
Non-completed Treatment (Dry Run)	\$

5. Holiday Compensation

County will compensate Contractor for Dialysis services provided under this Agreement on a holiday based on the rates and conditions set forth herein in this Exhibit B.2.

5.1. For the purposes of this Agreement, the following are the holidays compensated:

Holiday	Day Observed
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

5.2. Holidays (from shift start on or after 7:00 a.m. on the morning of the holiday and ending on or before 7:00 a.m. the following day) shall be billed at one and one-half (1.5) times the treatment and/or hourly rate as applicable.

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CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

COUNTY'S ADMINISTRATION

AGREEMENT NO. _____

COUNTY'S PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contracts and Grants Division
Address: 313 N. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: 213-240-7819
Facsimile: 213-250-2958
E-Mail Address: khanks@dhs.lacounty.gov

COUNTY'S PROGRAM MANAGER:

Name: Vivian Branchick, RN, Chief Nursing Officer
Title: Director of Nursing Affairs
Address: 313 N. Figueroa Street, 9th Floor Room 904, Los Angeles, CA 90012
Telephone: 213-240-7702
Facsimile: 213-482-9421
E-Mail Address: vbranchick@dhs.lacounty.gov

SERVICE LOCATIONS
Therapeutic Hemapheresis Locations

HOSPITALS

Harbor-UCLA Medical Center
1000 W. Carson Street
Torrance, CA 90509

Los Angeles County+USC Medical Center
1200 N. State Street, Inpatient Tower, C2K100
Los Angeles, CA 90033

Olive View-UCLA Medical Center
14445 Olive View Drive
Sylmar, CA 91342

AMBULATORY CARE NETWORK

Martin Luther King Jr., Multi-Service Ambulatory Care Center
12021 South Wilmington Avenue
Los Angeles, CA 90059

SERVICE LOCATIONS**Dialysis Locations****HOSPITALS**

Harbor-UCLA Medical Center
1000 W. Carson Street
Torrance, CA 90509

Los Angeles County+USC Medical Center
1200 N. State Street, Inpatient Tower, C2K100
Los Angeles, CA 90033

Olive View-UCLA Medical Center
14445 Olive View Drive
Sylmar, CA 91342

Rancho Los Amigos National Rehabilitation Center
7601 E. Imperial Highway
Downey, CA 90242

AMBULATORY CARE NETWORK

Edward R. Roybal Comprehensive Health Center
245 S. Fetterly Avenue
Los Angeles, CA 90022

El Monte Comprehensive Health Center
10953 Ramona Boulevard
El Monte, CA 91731

La Puente Health Center
15930 Central Avenue
La Puente, CA 91744

H. Claude Hudson Comprehensive Health Center
2929 S. Grand Avenue
Los Angeles, CA 90007

Hubert H. Humphrey Comprehensive Health Center
5850 S. Main Street
Los Angeles, CA 90003

High Desert Multi-Service Ambulatory Care Center
44900 N. 60th Street West
Lancaster, CA 93536

Los Angeles County High Desert Regional Health Center
335 East Avenue "I"
Lancaster, CA 93536

Antelope Valley Health Center
335-B E. Avenue K6
Lancaster, CA 93535

Lake Los Angeles Community Clinic
16921 E. Avenue O (Space G)
Lake Los Angeles, CA 93535

Little Rock Community Clinic
8210 Pearblossom Highway
Littlerock, CA 93543

South Valley Health Center
38350 40th Street East
Palmdale, CA 93552

Long Beach Comprehensive Health Center
1333 Chestnut Avenue
Long Beach, CA 90813

Bellflower Health Center
10005 E. Flower Street
Bellflower, CA 90706

Wilmington Health Center
1325 Broad Avenue
Wilmington, CA 90744

Martin Luther King Jr., Multi-Service Ambulatory Care Center
12021 South Wilmington Avenue
Los Angeles, CA 90059

Dollarhide Health Center
1108 North Oleander Avenue
Compton, CA 90222

Mid-Valley Comprehensive Health Center
7515 Van Nuys Boulevard
Van Nuys, CA 91405

Glendale Health Center
501 North Glendale Avenue
Glendale, CA 91206

San Fernando Health Center
1212 Pico Street
San Fernando, CA 91340

Vaughn Street Elementary School-Based Clinic
13330 Vaughn Street
San Fernando, CA 91340

SERVICE LOCATIONS

Dialysis Locations

JUVENILE COURT HEALTH SERVICES

Barry J. Nidorf Juvenile Hall
16350 Filbert Street
Sylmar, CA 91342

Central Juvenile Hall
1605 Eastlake Avenue
Los Angeles, CA 90033

Camp Afflerbaugh
6631 N. Stephens Ranch Road
La Verne, CA 91750

Challenger Memorial Youth Center
5300 W. Avenue "I"
Lancaster, CA 93534

Camp Gonzales
1301 N. Las Virgenes Road
Calabasas, CA 91302

Kirby Center
1500 S. McDonnell Avenue
Los Angeles, CA 90022

Camp Holton
12500 N. Little Tujunga Canyon Road
Tujunga, CA 91042

Los Padrinos Juvenile Hall
7285 E. Quill Avenue
Downey, CA 90242

Camp Kilpatrick
427 S. Encinal Canyon Road
Malibu, CA 90256

Camp Mendenhall
42230 Lake Hughes Road
Lake Hughes, CA 93532

Camp Miller
433 S. Encinal Canyon Road
Malibu, CA 90256

Camp Munz
42220 Lake Hughes Road
Lake Hughes, CA 93532

Camp Paige
6601 N. Stephens Ranch Road
La Verne, CA 91750

Camp Rockey
1900 N. Sycamore Canyon Road
San Dimas, CA 91771

Camp Routh
12500 N. Big Tujunga Canyon Road
Tujunga, CA 91042

Camp Scott
28700 N. Bouquet Canyon Road
Saugus, CA 91350

Camp Scudder
28750 N. Bouquet Canyon Road
Saugus, CA 91350

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: _____

CONTRACT NO: _____

CONTRACTOR'S LOCAL OFFICE:

Address: _____

CONTRACTOR'S ADMINISTRATOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S MEDICAL DIRECTOR:

Therapeutic Hemapheresis:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Dialysis:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S CONTACT INFORMATION FOR ORDERING SERVICES

Therapeutic Hemapheresis:

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Dialysis:

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of performance of work under the above-referenced Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 1 of 3

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION
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CONTRACTOR EMPLOYEE JURY SERVICE

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8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

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Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal
de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



BUSINESS ASSOCIATE AGREEMENT UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA")

County is a Covered Entity as defined by, and subject to the requirements and prohibitions of, the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), and regulations promulgated thereunder, including the Privacy, Security, Breach Notification, and Enforcement Rules at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164 (collectively, the "HIPAA Rules").

Contractor performs or provides functions, activities or services to County that require Contractor in order to provide such functions, activities or services to create, access, receive, maintain, and/or transmit information that includes or that may include Protected Health Information, as defined by the HIPAA Rules. As such, Contractor is a Business Associate, as defined by the HIPAA Rules, and is therefore subject to those provisions of the HIPAA Rules that are applicable to Business Associates.

The HIPAA Rules require a written agreement ("Business Associate Agreement") between County and Contractor in order to mandate certain protections for the privacy and security of Protected Health Information, and these HIPAA Rules prohibit the disclosure to or use of Protected Health Information by Contractor if such an agreement is not in place.

This Business Associate Agreement and its provisions are intended to protect the privacy and provide for the security of Protected Health Information disclosed to or used by Contractor in compliance with the HIPAA Rules.

Therefore, the parties agree as follows:

1. DEFINITIONS

1.1 "Breach" has the same meaning as the term "breach" at 45 C.F.R. § 164.402.

1.2 "Business Associate" has the same meaning as the term "business associate" at 45 C.F.R. § 160.103. For the convenience of the parties, a "business associate" is a person or entity, other than a member of the workforce of covered entity, who performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access by the business associate to Protected Health Information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of another business associate. And in reference to the party to this Business Associate Agreement "Business Associate" shall mean Contractor.

- 1.3 "Covered Entity" has the same meaning as the term "covered entity" at 45 C.F.R. § 160.103, and in reference to the party to this Business Associate Agreement, "Covered Entity" shall mean County.
- 1.4 "Data Aggregation" has the same meaning as the term "data aggregation" at 45 C.F.R. § 164.501.
- 1.5 "De-identification" refers to the de-identification standard at 45 C.F.R. § 164.514.
- 1.6 "Designated Record Set" has the same meaning as the term "designated record set" at 45 C.F.R. § 164.501.
- 1.7 "Disclose" and "Disclosure" mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its workforce. (See 45 C.F.R. § 160.103.)
- 1.8 "Electronic Health Record" means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. (See 42 U.S. C. § 17921.)
- 1.9 "Electronic Media" has the same meaning as the term "electronic media" at 45 C.F.R. § 160.103. For the convenience of the parties, electronic media means (1) Electronic storage material on which data is or may be recorded electronically, including, for example, devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the Internet, extranet or intranet, leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media if the information being exchanged did not exist in electronic form immediately before the transmission.
- 1.10 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" at 45 C.F.R. § 160.103, limited to Protected Health Information created or received by Business Associate from or on behalf of Covered Entity. For the convenience of the parties, Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

- 1.11 "Health Care Operations" has the same meaning as the term "health care operations" at 45 C.F.R. § 164.501.
- 1.12 "Individual" has the same meaning as the term "individual" at 45 C.F.R. § 160.103. For the convenience of the parties, Individual means the person who is the subject of Protected Health Information and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502 (g).
- 1.13 "Law Enforcement Official" has the same meaning as the term "law enforcement official" at 45 C.F.R. § 164.103.
- 1.14 "Minimum Necessary" refers to the minimum necessary standard at 45 C.F.R. § 162.502 (b).
- 1.15 "Protected Health Information" has the same meaning as the term "protected health information" at 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity. For the convenience of the parties, Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity, and includes Protected Health Information that is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Protected Health Information.
- 1.16 "Required by Law" " has the same meaning as the term "required by law" at 45 C.F.R. § 164.103.
- 1.17 "Secretary" has the same meaning as the term "secretary" at 45 C.F.R. § 160.103
- 1.18 "Security Incident" has the same meaning as the term "security incident" at 45 C.F.R. § 164.304.
- 1.19 "Services" means, unless otherwise specified, those functions, activities, or services in the applicable underlying Agreement, Contract, Master Agreement, Work Order, or Purchase Order or other service arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

- 1.20 "Subcontractor" has the same meaning as the term "subcontractor" at 45 C.F.R. § 160.103.
- 1.21 "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" at 45 C.F.R. § 164.402.
- 1.22 "Use" or "Uses" means, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations. (See 45 C.F.R § 164.103.)
- 1.23 Terms used, but not otherwise defined in this Business Associate Agreement, have the same meaning as those terms in the HIPAA Rules.

2. PERMITTED AND REQUIRED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

- 2.1 Business Associate may only Use and/or Disclose Protected Health Information as necessary to perform Services, and/or as necessary to comply with the obligations of this Business Associate Agreement.
- 2.2 Business Associate may Use Protected Health Information for de-identification of the information if de-identification of the information is required to provide Services.
- 2.3 Business Associate may Use or Disclose Protected Health Information as Required by Law.
- 2.4 Business Associate shall make Uses and Disclosures and requests for Protected Health Information consistent with the Covered Entity's applicable Minimum Necessary policies and procedures.
- 2.5 Business Associate may Use Protected Health Information as necessary for the proper management and administration of its business or to carry out its legal responsibilities.
- 2.6 Business Associate may Disclose Protected Health Information as necessary for the proper management and administration of its business or to carry out its legal responsibilities, provided the Disclosure is Required by Law or Business Associate obtains reasonable assurances from the person to whom the Protected Health Information is disclosed (i.e., the recipient) that it will be held confidentially and Used or further Disclosed only as Required by Law or for the purposes for which it was disclosed to the recipient and the recipient notifies Business Associate of any instances of which it is aware in which the confidentiality of the Protected Health Information has been breached.

- 2.7 Business Associate may provide Data Aggregation services relating to Covered Entity's Health Care Operations if such Data Aggregation services are necessary in order to provide Services.

3. PROHIBITED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

- 3.1 Business Associate shall not Use or Disclose Protected Health Information other than as permitted or required by this Business Associate Agreement or as Required by Law.
- 3.2 Business Associate shall not Use or Disclose Protected Health Information in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by Covered Entity, except for the specific Uses and Disclosures set forth in Sections 2.5 and 2.6.
- 3.3 Business Associate shall not Use or Disclose Protected Health Information for de-identification of the information except as set forth in section 2.2.

4. OBLIGATIONS TO SAFEGUARD PROTECTED HEALTH INFORMATION

- 4.1 Business Associate shall implement, use, and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information other than as provided for by this Business Associate Agreement.
- 4.2 Business Associate shall comply with Subpart C of 45 C.F.R Part 164 with respect to Electronic Protected Health Information, to prevent the Use or Disclosure of such information other than as provided for by this Business Associate Agreement.

5. REPORTING NON-PERMITTED USES OR DISCLOSURES, SECURITY INCIDENTS, AND BREACHES OF UNSECURED PROTECTED HEALTH INFORMATION

- 5.1 Business Associate shall report to Covered Entity any Use or Disclosure of Protected Health Information not permitted by this Business Associate Agreement, any Security Incident, and/ or any Breach of Unsecured Protected Health Information as further described in Sections 5.1.1, 5.1.2, and 5.1.3.
- 5.1.1 Business Associate shall report to Covered Entity any Use or Disclosure of Protected Health Information by Business Associate, its employees, representatives, agents or Subcontractors not provided for by this Agreement of which Business Associate becomes aware.

- 5.1.2 Business Associate shall report to Covered Entity any Security Incident of which Business Associate becomes aware.
- 5.1.3 Business Associate shall report to Covered Entity any Breach by Business Associate, its employees, representatives, agents, workforce members, or Subcontractors of Unsecured Protected Health Information that is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business Associate shall be deemed to have knowledge of a Breach of Unsecured Protected Health Information if the Breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of Business Associate, including a Subcontractor, as determined in accordance with the federal common law of agency.
- 5.2 Except as provided in Section 5.3, for any reporting required by Section 5.1, Business Associate shall provide, to the extent available, all information required by, and within the times frames specified in, Sections 5.2.1 and 5.2.2.
- 5.2.1 Business Associate shall make an immediate telephonic report upon discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident or Breach of Unsecured Protected Health Information to **(562) 940-3335** that minimally includes:
- (a) A brief description of what happened, including the date of the non-permitted Use or Disclosure, Security Incident, or Breach and the date of Discovery of the non-permitted Use or Disclosure, Security Incident, or Breach, if known;
 - (b) The number of Individuals whose Protected Health Information is involved;
 - (c) A description of the specific type of Protected Health Information involved in the non-permitted Use or Disclosure, Security Incident, or Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved);
 - (d) The name and contact information for a person highly knowledgeable of the facts and circumstances of the non-permitted Use or Disclosure of PHI, Security Incident, or Breach
- 5.2.2 Business Associate shall make a written report without unreasonable delay and in no event later than three (3) business days from the date of discovery by Business Associate of the non-permitted Use or Disclosure

of Protected Health Information, Security Incident, or Breach of Unsecured Protected Health Information and to the **Chief HIPAA Privacy Officer at: Chief HIPAA Privacy Officer, Kenneth Hahn Hall of Administration, 500 West Temple Street, Suite 525, Los Angeles, California 90012, HIPAA@auditor.lacounty.gov**, that includes, to the extent possible:

- (a) A brief description of what happened, including the date of the non-permitted Use or Disclosure, Security Incident, or Breach and the date of Discovery of the non-permitted Use or Disclosure, Security Incident, or Breach, if known;
- (b) The number of Individuals whose Protected Health Information is involved;
- (c) A description of the specific type of Protected Health Information involved in the non-permitted Use or Disclosure, Security Incident, or Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved);
- (d) The identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, Used, or Disclosed;
- (e) Any other information necessary to conduct an assessment of whether notification to the Individual(s) under 45 C.F.R. § 164.404 is required;
- (f) Any steps Business Associate believes that the Individual(s) could take to protect him or herself from potential harm from the non-permitted Use or Disclosure, Security Incident, or Breach;
- (g) A brief description of what Business Associate is doing to investigate, to mitigate harm to the Individual(s), and to protect against any further similar occurrences; and
- (h) The name and contact information for a person highly knowledgeable of the facts and circumstances of the non-permitted Use or Disclosure of PHI, Security Incident, or Breach.

5.2.3 If Business Associate is not able to provide the information specified in Section 5.2.1 or 5.2.2 at the time of the required report, Business Associate shall provide such information promptly thereafter as such information becomes available.

- 5.3 Business Associate may delay the notification required by Section 5.1.3, if a law enforcement official states to Business Associate that notification would impede a criminal investigation or cause damage to national security.
- 5.3.1 If the law enforcement official's statement is in writing and specifies the time for which a delay is required, Business Associate shall delay its reporting and/or notification obligation(s) for the time period specified by the official.
- 5.3.2 If the statement is made orally, Business Associate shall document the statement, including the identity of the official making the statement, and delay its reporting and/or notification obligation(s) temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in Section 5.3.1 is submitted during that time.

6. WRITTEN ASSURANCES OF SUBCONTRACTORS

- 6.1 In accordance with 45 C.F.R. § 164.502 (e)(1)(ii) and § 164.308 (b)(2), if applicable, Business Associate shall ensure that any Subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate is made aware of its status as a Business Associate with respect to such information and that Subcontractor agrees in writing to the same restrictions, conditions, and requirements that apply to Business Associate with respect to such information.
- 6.2 Business Associate shall take reasonable steps to cure any material breach or violation by Subcontractor of the agreement required by Section 6.1.
- 6.3 If the steps required by Section 6.2 do not cure the breach or end the violation, Contractor shall terminate, if feasible, any arrangement with Subcontractor by which Subcontractor creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate.
- 6.4 If neither cure nor termination as set forth in Sections 6.2 and 6.3 is feasible, Business Associate shall immediately notify County.
- 6.5 Without limiting the requirements of Section 6.1, the agreement required by Section 6.1 (Subcontractor Business Associate Agreement) shall require Subcontractor to contemporaneously notify Covered Entity in the event of a Breach of Unsecured Protected Health Information.
- 6.6 Without limiting the requirements of Section 6.1, agreement required by Section 6.1 (Subcontractor Business Associate Agreement) shall include a provision requiring Subcontractor to destroy, or in the alternative to return

to Business Associate, any Protected Health Information created, received, maintained, or transmitted by Subcontractor on behalf of Business Associate so as to enable Business Associate to comply with the provisions of Section 18.4.

- 6.7 Business Associate shall provide to Covered Entity, at Covered Entity's request, a copy of any and all Subcontractor Business Associate Agreements required by Section 6.1.
- 6.8 Sections 6.1 and 6.7 are not intended by the parties to limit in any way the scope of Business Associate's obligations related to Subcontracts or Subcontracting in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

7. ACCESS TO PROTECTED HEALTH INFORMATION

- 7.1 To the extent Covered Entity determines that Protected Health Information is maintained by Business Associate or its agents or Subcontractors in a Designated Record Set, Business Associate shall, within two (2) business days after receipt of a request from Covered Entity, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and shall provide such Individuals(s) or other person(s) designated by Covered Entity with a copy the specified Protected Health Information, in order for Covered Entity to meet the requirements of 45 C.F.R. § 164.524.
- 7.2 If any Individual requests access to Protected Health Information directly from Business Associate or its agents or Subcontractors, Business Associate shall notify Covered Entity in writing within two (2) days of the receipt of the request. Whether access shall be provided or denied shall be determined by Covered Entity.
- 7.3 To the extent that Business Associate maintains Protected Health Information that is subject to access as set forth above in one or more Designated Record Sets electronically and if the Individual requests an electronic copy of such information, Business Associate shall provide the Individual with access to the Protected Health Information in the electronic form and format requested by the Individual, if it is readily producible in such form and format; or, if not, in a readable electronic form and format as agreed to by Covered Entity and the Individual.

8. AMENDMENT OF PROTECTED HEALTH INFORMATION

- 8.1 To the extent Covered Entity determines that any Protected Health Information is maintained by Business Associate or its agents or Subcontractors in a Designated Record Set, Business Associate shall, within ten (10) business days after receipt of a written request from Covered Entity, make any amendments to such Protected Health Information that are requested by Covered Entity, in order for Covered Entity to meet the requirements of 45 C.F.R. § 164.526.
- 8.2 If any Individual requests an amendment to Protected Health Information directly from Business Associate or its agents or Subcontractors, Business Associate shall notify Covered Entity in writing within five (5) days of the receipt of the request. Whether an amendment shall be granted or denied shall be determined by Covered Entity.

9. ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

- 9.1 Business Associate shall maintain an accounting of each Disclosure of Protected Health Information made by Business Associate or its employees, agents, representatives or Subcontractors, as is determined by Covered Entity to be necessary in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.
- 9.1.1 Any accounting of disclosures provided by Business Associate under Section 9.1 shall include:
- (a) The date of the Disclosure;
 - (b) The name, and address if known, of the entity or person who received the Protected Health Information;
 - (c) A brief description of the Protected Health Information Disclosed; and
 - (d) A brief statement of the purpose of the Disclosure.
- 9.1.2 For each Disclosure that could require an accounting under Section 9.1, Business Associate shall document the information specified in Section 9.1.1, and shall maintain the information for six (6) years from the date of the Disclosure.
- 9.2 Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of a written request from Covered Entity,

information collected in accordance with Section 9.1.1 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528

- 9.3 If any Individual requests an accounting of disclosures directly from Business Associate or its agents or Subcontractors, Business Associate shall notify Covered Entity in writing within five (5) days of the receipt of the request, and shall provide the requested accounting of disclosures to the Individual(s) within 30 days. The information provided in the accounting shall be in accordance with 45 C.F.R. § 164.528.

10. COMPLIANCE WITH APPLICABLE HIPAA RULES

- 10.1 To the extent Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 C.F.R. Part 164, Business Associate shall comply with the requirements of Subpart E that apply to Covered Entity's performance of such obligation(s).
- 10.2 Business Associate shall comply with all HIPAA Rules applicable to Business Associate in the performance of Services.

11. AVAILABILITY OF RECORDS

- 11.1 Business Associate shall make its internal practices, books, and records relating to the Use and Disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity available to the Secretary for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations.
- 11.2 Unless prohibited by the Secretary, Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.

12. MITIGATION OF HARMFUL EFFECTS

- 12.1 Business Associate shall mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Business Associate Agreement that is known to Business Associate.

13. BREACH NOTIFICATION TO INDIVIDUALS

- 13.1 Business Associate shall, to the extent Covered Entity determines that there has been a Breach of Unsecured Protected Health Information by

Business Associate, its employees, representatives, agents or Subcontractors, provide breach notification to the Individual in a manner that permits Covered Entity to comply with its obligations under 45 C.F.R. § 164.404.

- 13.1.1 Business Associate shall notify, subject to the review and approval of Covered Entity, each Individual whose Unsecured Protected Health Information has been, or is reasonably believed to have been, accessed, acquired, Used, or Disclosed as a result of any such Breach.
- 13.1.2 The notification provided by Business Associate shall be written in plain language, shall be subject to review and approval by Covered Entity, and shall include, to the extent possible:
- (a) A brief description of what happened, including the date of the Breach and the date of the Discovery of the Breach, if known;
 - (b) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
 - (c) Any steps the Individual should take to protect him or herself from potential harm resulting from the Breach;
 - (d) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to Individual(s), and to protect against any further Breaches; and
 - (e) Contact procedures for Individual(s) to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.
- 13.2 Covered Entity, in its sole discretion, may elect to provide the notification required by Section 13.1 and/or to establish the contact procedures described in Section 13.1.2.
- 13.3 Business Associate shall reimburse Covered Entity any and all costs incurred by Covered Entity, in complying with Subpart D of 45 C.F.R. Part 164, including but not limited to costs of notification, internet posting, or media publication, as a result of Business Associate's Breach of Unsecured Protected Health Information; Covered Entity shall not be responsible for any costs incurred by Business Associate in providing the notification required by 13.1 or in establishing the contact procedures required by Section 13.1.2.

14. INDEMNIFICATION

- 14.1 Business Associate shall indemnify, defend, and hold harmless Covered Entity, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, expenses (including attorney and expert witness fees), and penalties and/or fines (including regulatory penalties and/or fines), arising from or connected with Business Associate's acts and/or omissions arising from and/or relating to this Business Associate Agreement, including, but not limited to, compliance and/or enforcement actions and/or activities, whether formal or informal, by the Secretary or by the Attorney General of the State of California.
- 14.2 Section 14.1 is not intended by the parties to limit in any way the scope of Business Associate's obligations related to Insurance and/or Indemnification in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

15. OBLIGATIONS OF COVERED ENTITY

- 15.1 Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the Use or Disclosure of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own Uses and Disclosures accordingly.
- 15.2 Covered Entity shall not request Business Associate to Use or Disclose Protected Health Information in any manner that would not be permissible under Subpart E of 45 C.F.R. Part 164 if done by Covered Entity, except to the extent that Business Associate may Use or Disclose Protected Health Information as provided in Sections 2.3, 2.5, and 2.6.

16. TERM

- 16.1 Unless sooner terminated as set forth in Section 17, the term of this Business Associate Agreement shall be the same as the term of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other service arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.
- 16.2 Notwithstanding Section 16.1, Business Associate's obligations under Sections 11, 14, and 18 shall survive the termination or expiration of this Business Associate Agreement.

17. TERMINATION FOR CAUSE

- 17.1 In addition to and notwithstanding the termination provisions set forth in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, if either party determines that the other party has violated a material term of this Business Associate Agreement, and the breaching party has not cured the breach or ended the violation within the time specified by the non-breaching party, which shall be reasonable given the nature of the breach and/or violation, the non-breaching party may terminate this Business Associate Agreement.
- 17.2 In addition to and notwithstanding the termination provisions set forth in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, if either party determines that the other party has violated a material term of this Business Associate Agreement, and cure is not feasible, the non-breaching party may terminate this Business Associate Agreement immediately.

18. DISPOSITION OF PROTECTED HEALTH INFORMATION UPON TERMINATION OR EXPIRATION

- 18.1 Except as provided in Section 18.3, upon termination for any reason or expiration of this Business Associate Agreement, Business Associate shall return or, if agreed to by Covered entity, shall destroy as provided for in Section 18.2, all Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, that Business Associate, including any Subcontractor, still maintains in any form. Business Associate shall retain no copies of the Protected Health Information.
- 18.2 Destruction for purposes of Section 18.2 and Section 6.6 shall mean that media on which the Protected Health Information is stored or recorded has been destroyed and/or electronic media have been cleared, purged, or destroyed in accordance with the use of a technology or methodology specified by the Secretary in guidance for rendering Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals.
- 18.3 Notwithstanding Section 18.1, in the event that return or destruction of Protected Health Information is not feasible or Business Associate determines that any such Protected Health Information is necessary for Business Associate to continue its proper management and administration

or to carry out its legal responsibilities, Business Associate may retain that Protected Health Information for which destruction or return is infeasible or that Protected Health Information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities and shall return or destroy all other Protected Health Information.

- 18.3.1 Business Associate shall extend the protections of this Business Associate Agreement to such Protected Health Information, including continuing to use appropriate safeguards and continuing to comply with Subpart C of 45 C.F.R Part 164 with respect to Electronic Protected Health Information, to prevent the Use or Disclosure of such information other than as provided for in Sections 2.5 and 2.6 for so long as such Protected Health Information is retained, and Business Associate shall not Use or Disclose such Protected Health Information other than for the purposes for which such Protected Health Information was retained.
- 18.3.2 Business Associate shall return or, if agreed to by Covered entity, destroy the Protected Health Information retained by Business Associate when it is no longer needed by Business Associate for Business Associate's proper management and administration or to carry out its legal responsibilities.
- 18.4 Business Associate shall ensure that all Protected Health Information created, maintained, or received by Subcontractors is returned or, if agreed to by Covered entity, destroyed as provided for in Section 18.2.

19. AUDIT, INSPECTION, AND EXAMINATION

- 19.1 Covered Entity reserves the right to conduct a reasonable inspection of the facilities, systems, information systems, books, records, agreements, and policies and procedures relating to the Use or Disclosure of Protected Health Information for the purpose determining whether Business Associate is in compliance with the terms of this Business Associate Agreement and any non-compliance may be a basis for termination of this Business Associate Agreement and the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, as provided for in section 17.
- 19.2 Covered Entity and Business Associate shall mutually agree in advance upon the scope, timing, and location of any such inspection.
- 19.3 At Business Associate's request, and to the extent permitted by law, Covered Entity shall execute a nondisclosure agreement, upon terms and conditions mutually agreed to by the parties.

- 19.4 That Covered Entity inspects, fails to inspect, or has the right to inspect as provided for in Section 19.1 does not relieve Business Associate of its responsibility to comply with this Business Associate Agreement and/or the HIPAA Rules or impose on Covered Entity any responsibility for Business Associate's compliance with any applicable HIPAA Rules.
- 19.5 Covered Entity's failure to detect, its detection but failure to notify Business Associate, or its detection but failure to require remediation by Business Associate of an unsatisfactory practice by Business Associate, shall not constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under this Business Associate Agreement or the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.
- 19.6 Section 19.1 is not intended by the parties to limit in any way the scope of Business Associate's obligations related to Inspection and/or Audit and/or similar review in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

20. MISCELLANEOUS PROVISIONS

- 20.1 Disclaimer. Covered Entity makes no warranty or representation that compliance by Business Associate with the terms and conditions of this Business Associate Agreement will be adequate or satisfactory to meet the business needs or legal obligations of Business Associate.
- 20.2 HIPAA Requirements. The Parties agree that the provisions under HIPAA Rules that are required by law to be incorporated into this Amendment are hereby incorporated into this Agreement.
- 20.3 No Third Party Beneficiaries. Nothing in this Business Associate Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- 20.4 Construction. In the event that a provision of this Business Associate Agreement is contrary to a provision of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, the provision of this Business Associate Agreement shall control. Otherwise, this Business Associate Agreement shall be construed under, and in accordance with, the terms of the applicable underlying Agreement, Contract, Master Agreement, Work

Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

- 20.5 Regulatory References. A reference in this Business Associate Agreement to a section in the HIPAA Rules means the section as in effect or as amended.
- 20.6 Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in favor of a meaning that permits the parties to comply with the HIPAA Rules.
- 20.7 Amendment. The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity or Business Associate to comply with the requirements of the HIPAA Rules and any other privacy laws governing Protected Health Information.

Medical Health Screening

All potential Contractor personnel shall complete to the satisfaction of County a medical health screening to determine if the person meets the medical criteria and immunizations standards established for the prospective job classification/assignment before commencing services. The Contractor shall use the DHS Forms and medical health screening methodology provided in the Contractor package.

The medical health screening shall be performed by a physician or other licensed healthcare professional (PLHCP) authorized to perform such a physical screening, with such cost at the expense of the Contractor. If the Contractor chooses to have the DHS Employee Health Services (EHS) perform such assessments and screening and such services are available, the Contractor will be billed for the services regardless if the Contractor's staff passes or fails the screening. Contractor personnel shall present a letter on Contractor letterhead authorizing personnel to obtain the screening from DHS' EHS. DHS EHS will bill the Contractor for the cost and/or deduct the amount from funds owed.

Contractor personnel shall provide DHS EHS with documentation of health screenings and evidence of the absence of communicable diseases using the County's "Health Clearance Certification, E2" form. The Certification form must be completed by the prospective Contractor personnel and their health care provider, then by the Contractor attesting verification of completion of DHS forms.

The Contractor must provide DHS EHS with the source documents for review within four (4) hours of a request. Source documents pertaining to the pre-employment health evaluation, Tuberculosis, Respiratory Fit Testing, and other immunizations will be maintained by the contractor. Failure to provide appropriate source documentation of health screenings/clearance will result in immediate release from assignment and no further placement of Contractor's personnel until compliant.

DHS Facility Staff are required to ensure the Contractor personnel receives the appropriate documents; has submitted them to the facility EHS and has obtained health clearance prior to beginning the work assignment.

No person will be allowed to work at anytime inside a DHS medical facility without appropriate documentation of health screening. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be obtained and on file. Lack of immunity to certain diseases will restrict assignment locations within the hospital.

All Contractor personnel who have potential exposure to respiratory hazards and/ or aerosol transmissible disease shall provide appropriate documentation of a respiratory fit test on the same make, model, style, and size of respirator that will be used in facility. If indicated, this requirement is mandatory annually.

Per County policy, Contractor personnel are required to comply with annual health screening. Unless provided for per contract, Contractor personnel shall have their PLHCP conduct the assessment in accordance with County policy and procedures. This documentation is the "Health Clearance Certification, E2". The workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The PLHCP will complete the documents and submit them to the Contractor, as appropriate, with the completed certification form.

Contractor personnel may be given a 30-day reminder to comply with annual health screening requirements. Contractor personnel who do not comply with annual or other health screening requirements will be given a letter indicating they have five (5) days to comply or face termination of assignment. A copy of the "letter" will be provided to the Contractor personnel's supervisor for action. Failure to provide documentation of health screening/clearance will result in immediate release from assignment and no further placement until compliant.

Emergency services will be provided post-exposure to Contractor personnel who have potential exposure to occupational hazards within the allowable time frames, but will be billed to the Contractor, as appropriate. Contractor personnel who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by state and federal regulation and guidelines.

In the event of an occupational needlestick injury or other exposure to Contractor personnel to blood and body fluids or airborne contaminants, medical care will be provided by the DHS EHS or Emergency Room, but will be billed to the Contractor, as appropriate. Contractor personnel may go to the facility DHS EHS or the designated department for initial care within the allowable treatment time frames. Cost of initial treatment will be billed to the Contractor, as appropriate. Subsequent follow-up treatment will be conducted through the appropriate agency's medical provider or the employee's personal physician. If Contractor chooses to have the DHS EHS provide subsequent follow-up care, the Contractor will be billed accordingly.

MANDATORY PERSONNEL MONITORING REPORT

Note: The following Mandatory Personnel Monitoring Report is a sample report that the Contractor will be required to provide. The report content and individual Facility requirements for Personnel may vary. Such content and Facility requirements will be communicated to Contractor by each respective Facility for which Contractor provides services.

MANDATORY PERSONNEL MONITORING REPORT

<i>Document</i>	<i>Doc. Loc.*</i>	<i>Personnel Record #1</i>	<i>Personnel Record #2</i>	<i>Personnel Record #3</i>
Name of Contract Employee:				
INITIAL VERIFICATION				
Photo ID Badge/ID No.				
Date of Annual Health Clearance:				
Conditions of Employment				
Date of Live Scan™ Background Check through County:				
Background Check by Contractor				
LAC / DHS REQUIRED TRAININGS FOR ALL NON-COUNTY WORKFORCE MEMBERS				
(NETWORK REQUIRED) DATE OF OCCURRENCE OR EXPIRATION				
Performance Evaluation (Annual)				
Facility Orientation (Initial)				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Facility Annual Re-Orientation				
Area Specific Orientation (Annual)				
Diversity / Cultural Competence				
Sexual Harassment Prevention				
HIPAA / Privacy (PHI)				
General Staff Safety				
Hazard Materials (MSDS); Including Employee Right to Know; Toxic Substances				
Disaster Management / Emergency Plan				
Security/Threat Mgmt.				
Risk Management / Incident Reporting				
Code of Conduct / Compliance				
Data / Information Security Awareness; Safeguards for Protected Health Information				

MANDATORY PERSONNEL MONITORING REPORT

<i>Document</i>	<i>Doc. Loc.*</i>	<i>Personnel Record #1</i>	<i>Personnel Record #2</i>	<i>Personnel Record #3</i>
Name of Contract Employee:				
(PHI)				
Threat Management "Zero Tolerance"				
Safe Surrendered Baby Law				
Other Required Trainings:				
CLINICAL STAFF – NON-COUNTY WORKFORCE MEMBERS EXPIRATION OR DUE DATES REQUIRED				
Current License Cert./Registration No.:				
Date of License Expiration:				
Date of Annual Primary Source Verification				
Secondary License (If Applicable)				
Date of License Expiration:				
Date of Annual Primary Source Verification of Secondary License				
Initial Competency Assessment / Skills and				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Equipment Checklists Date:				
Annual Competency Assessment / Skills and Equipment Checklists Date:				
Continuing Ed. / QA / QM Performance Improvement				
DATE TRAININGS and/or CERTIFICATIONS EXPIRE:				
Diploma / CV / Specialty Training				
MAB / Pro-ACT				
Behavioral Restraint and/or Seclusion				
CPR / Basic Life Support				
ACLS (If Applicable):				
"Sentinel Event" / "Near Miss" Reporting				
Age Specific Training				
Infection Control; Including Blood Borne Pathogens				

MANDATORY PERSONNEL MONITORING REPORT

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
Hand Hygiene in Healthcare Settings				
Patient's Bill of Rights				
Patient Safety Training (Fire, Electrical, Disaster; Fire Card If Applicable)				
Biomedical Equip./Utilities				
Pain Management Training				
Child / Elder /Adult Abuse Reporting				
Customer Service ("Smile" Training)				
EMTALA Training				
FACILITY MANDATED STATUS VERIFICATIONS (Where Applicable)				
OIG Exclusion Clearance Date:				
GSA Federal Clearance Date:				
DO NOT SEND Verification Date:				
National Data Bank Verification Date:				
State Medical Board Verification Date:				

**SAMPLE
THERAPEUTIC HEMAPHERESIS
NURSING PROGRESS NOTES**

Procedure No. _____

Date: _____

Name (Last) (First) (MI)	Treatment No.	Facility:
Diagnosis:	Type of TX:	
Assessment/Comments: _____ _____ _____ _____ _____		
Medications: Pre-During-Post: _____ _____ _____ _____ _____ _____ _____ _____	Access: Technique: <input type="checkbox"/> Dual <input type="checkbox"/> Single Peripheral: Draw _____ Return _____ Catheter: Insertion Date: _____ <input type="checkbox"/> Subclavian <input type="checkbox"/> Jugular <input type="checkbox"/> Femoral X-ray Confirmation: _____ Heparin Instilled Post: _____ U. in _____ Vol. Dressing Change: <input type="checkbox"/> Yes <input type="checkbox"/> No Last Dressing Change: _____ Insertion Site: Clear _____ Other _____	

BLOOD PRODUCT TRANSFUSION RECORD

No.	Unit No.	Product	Group/Type	Amount		No.	Unit No.	Product	Group/Type	Amount
1						11				
2						12				
3						13				
4						14				
5						15				
6						16				
7						17				
8						18				
9						19				
10						20				

 TRANSFUSION REACTION? ☐ Yes ☐ No

Signature: _____ R.N. HEMAPHERESIS SPECIALIST

**SAMPLE
THERAPEUTIC HEMAPHERESIS WORKSHEET**

Procedure No: _____

Name (Last) (First) (MI)						Type of Procedure:		Date:
Height	Weight	TBV	ECV %	Fluid Balance %	FCR (RBCX) %	Start Time:	End Time:	Machine No. <input type="checkbox"/> Cord Check
TIME		PRE						
BOLUS/RINSEBACK								
INLET FLOW RATE								
VOLUME PROCESSED								
PLASMA FLOW								
AC RATIO/FLOW								
AC VOL USED								
COLLECT/REPLACE VOL.								
BP								
PULSE				M				
RESPIRATION								
TEMP								
INFUSED:		REMOVED:				Stable as in-patient.		Stable for discharge.
ALBUMUMIN		GROSS PLASMA/OTHER				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
FFP/PPP/RBC		AC IN COLLECT BAG				Report to staff.		Contractor instruction given/reviewed.
NS		TOTAL OUT:				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
AC		BALANCE: ±						
		PLASMA PROCESSED (PROSORBA)						
TOTAL IN:		PRODUCT DISPOSAL:				Hospital Waste. <input type="checkbox"/> Yes <input type="checkbox"/> No		Other. <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____								

Signature: _____ R.N., HEMAPHERESIS SPECIALIST								